



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000215	REF. NO: NSO46
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: MANAGER GRADE 16	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: HEAD OF PRICE STATISTICS BRANCH	
BRANCH: PRICE STATISTICS BRANCH	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 0260000011 REF. NO: NSO 18
SECTION: (NAME OF SECTION WHERE POSITION IS LOCATED)	LOCATION: WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	14/12/2015	RECLASS/RENUMBERED
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To lead and direct the compilation activities of the Price Statistics Branch.

3. DIMENSIONS

The Manager Price Statistics major roles and responsibilities shall be to ensure that the compilation of the Consumer Price Index as in annual, quarterly and monthly are timely and regular and in accordance with the Branch's annual work program.

Ensure that the compilation of the Producer Price Index as in annual, quarterly and monthly are timely and regular and in accordance with the Branch's annual work program

The Manager shall also be required to regularly consult with relevant stakeholders as well as Price Regulators and users on matters relating to macroeconomic data coordination and dissemination.

4. PRINCIPLE ACCOUNTABILITIES

- Price Indices are made available on a timely regular and impartial basis.
- Price Indices maintains a high level of statistical standards and principle's

- Price Indices data sources are accurate and reliable and data is provided on an adequate basis.
- All facets of Price Indices produced shall cover all relevant information in the subject field.
- All published data shall be presented in a clear and accessible manner.
- Able to compile project proposals & project reports to stakeholders
- Able to compile policy submissions.

5. MAJOR DUTIES

- Ensure that Price Indices are published and released on a timely regular and impartial basis.
- Ensure that Price Indices maintains a high level of statistical standards and principle's
- Ensure that Price Indices sources are accurate and reliable and data is provided on an adequate basis.
- Ensure that all facets of Price Indices produced shall cover all relevant information in the subject field.
- Ensure that all published data shall be presented in a clear and accessible manner.
- Able to compile project proposals & project reports to stakeholders
- Able to compile policy submissions.

6. NATURE AND SCOPE

The Price Statistics Branch is one of five Branch's that make up the Economic Statistics Division. The Manager Price Statistics reports directly to the Deputy National Statistician Economic Statistics.

6.1 WORKING RELATIONSHIP

(a) Internal

The Manager Price Statistics is required to consult regularly with the Managers of the other Branch's in order to ensure that they provide quality Price Indices.

External

The Manager Price Statistics is also required to consult relevant stakeholders as well as data users and providers to ensure that there are regular assessments and validation of data sources.

6.2 WORK ENVIRONMENT

Price Statistics is a highly technical area which requires specialist training in National Accounting and Economic Statistics. The Manager; Price Statistics should therefore be highly experienced in National Accounting and Economic Statistics.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

- The Statistical Services Act

- The Classification of Individual Consumption by Purpose (COICOP)
- The UN Methodology Household Income & Expenditure Survey (HIES)
- Pacific COICOP
- The Producer Price Index Methodology (PPI)
- Basic System of National Accounts (SNA 2008)

▪ **Decision**

- The Statistical Services Act
- The Classification of Individual Consumption by Purpose (COICOP)
- The UN Methodology Household Income & Expenditure Survey (HIES)
- Pacific COICOP
- The Producer Price Index Methodology (PPI)
- Basic System of National Accounts (SNA 2008)

▪ **Recommendations**

- Public Service General Orders
- Public Finance Management Act
- The Statistical Services Act

8. CHALLENGES

To produce Price Indices and Annual and Quarterly Gross Domestic Product (GDP) estimates on timely and predictable manner, which in turn can be used for economic forecasting and economic policy formulation by data users both domestically and abroad.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Degree in Economics or qualifications acceptable to the NSO

(b) Knowledge

- Thorough understanding of the concepts and definitions used in the compilation of Price Indices, in particular the Classification of Individual Consumption by Purpose (COICOP)

(c) Skills

- Ability to direct and control staff
- Strong data analysis techniques and skills
- Excellent command of technical report writing and oral English
- Highly computer literate

(d) Work Experience

- At least ten years of supervisory and Price Statistics experience including other areas of economic statistics.