



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT OF NATIONAL PLANNING AND MONITORING	SYS. POSN. NO: 0260000288	REF. NO: NSO 34
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 (Data Admin/Analyst) GRADE 12	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: STATISTICIAN CLASS 2 (Data Admin/analyst))	
BRANCH: Satellite Accounts	REPORTING TO: STATISTICIAN CLASS 5	SYS. POS. NO: 0260000014
SECTIONS: Tourism Environment Accounts	LOCATION: PORT MORESBY	REF. NO: NSO 21

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/11	Structure
	14/12/2015	Create
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To maintain a core range of balanced, timely, relevant and quality statistical output in the area of National Accounts Statistics

3. DIMENSIONS

Data administrator/analyst of Central Accounts Section of the National Accounts Statistics Branch major roles and responsibilities shall be to ensure that the data required for the production of Central Accounts for the provision of key economic indicators such as gross domestic product (GDP), gross national income (GNI), etc. are of sound quality, timely and reliable and in accordance with the recommendations as per the international framework of the 2008 System of National Accounts..

4. PRINCIPLE ACCOUNTABILITIES

1. Ensure that the Central Accounts section has an up to date data, sorted analysed and satisfies the required as per 2008 SNA recommendations
2. Ensure the preparation of MOU and MOA's are undertaken for purposes of developing understanding and agreement between National Statistics Office and other organization where information that is required is readily available by are not covered by Statistical Services Act.
3. Ensure good coverage, accuracy, consistency and relevance of statistical output.

5. MAJOR DUTIES

1. Assist in the analysis and interpretation of Economic Accounts data.
2. Assist in developing other economic Surveys.
3. Develop analysing system, manipulate and analyse data through the use of computer.
4. Carryout other duties as directed, consistent with the above.

6 .NATURE AND SCOPE

The Central Accounts section is one of the two sections that make up the National Accounts Statistics Branch. The Data Administrator/ Analyst of the Central Accounts section reports directly to the Manager of the National Accounts branch Statistician Economic Statistics.

6.1 WORKING RELATIONSHIP

(a) Internal

Data Administrator/ Analyst is required to consult regularly with the Manager of the Branch in order to ensure that outputs or statistics by other branches of the Economic Statistics division are timely and reliable for inputs into the National Accounts.

(b) External

Liaise with data providers and users like the Department of National Planning & Monitoring, Department of Finance, Department of Treasury, Central Bank, IRC, IPA & other relevant stakeholders, and others including the provinces on matters relating to economic data or statistics

6.2 WORK ENVIRONMENT

National Accounts is a coordinating statistical framework which integrated socio-economic statistics purposely for the production of key economic indicators such as gross domestic product (GDP) and gross national income (GNI).

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

- The Statistical Services Act
- The UN System of National Accounts (SNA) 2008
- PNG Standard Industrial Classification (PNSIC), 2014

▪ Decision

- National Statistician (NSO HQ)
- Deputy Statistician – Economics Division (NSO HQ)
National Accounts Branch Hea

▪ Recommendations

- Public Service General Orders
- The Statistical Services Act

8. CHALLENGES

- To produce timely and quality Gross Domestic Product (GDP) estimates is challenging based on the availability of appropriate data on a timely basis.
- To implement in full or in part the recommendations as per the UN SNA 2008 due to greater degree of data specifications and data mobilization for input to the PNG SNA

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATION:

Minimum qualification of a Degree or a Post Graduate Diploma from a recognized institution in statistics, economics, or commerce or such other qualifications with statistical content as are acceptable to the Commission.

KNOWLEDGE:

Knowledge of Statistical Services Act 1981.
 Knowledge of Public Services Management Act and General Orders.
 Knowledge of Public Finance (Control and Audit) Act.
 Knowledge of Organic Law on Provincial and Local-Level Governments.
 Knowledge of other government policies as they affect statistics.

SKILLS:

Skills on MS Office in Statistical data analysis; economic data analysis, budgeting using Excel, use of statistical indicators for development planning and policy formulation.
 Administrative ability at a high level. Good report writing skills.

WORK EXPERIENCE:

Normally at least 8 years of experience in official statistics. High administrative ability.
 Experience and knowledge of statistical data processing and computing, statistical operations and procedures, techniques and models, projections.

8. CHALLENGES

- To produce sound and quality estimates on various satellite accounts such as tourism accounts and environment accounts, it is challenging based on the availability of appropriate data on a timely basis.
- To implement in full or in part the recommendations as per the UN SNA 2008 it requires a lot of effort in terms of resourcing with specialized skills, funding due to high demand of greater degree of data specifications and data mobilization for input to the PNG SNA

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATION: Minimum qualification of a Degree in economics, statistics or commerce or such other qualifications with statistical content as are acceptable to the DPM.

KNOWLEDGE: Knowledge of Statistical Services Act 1981.
Knowledge of Public Services Management Act and General Orders.
Knowledge of Public Finance (Control and Audit) Act.
Knowledge of Organic Law on Provincial and Local-Level Governments.
Knowledge of other government policies as they affect statistics.

SKILLS: Skills on MS Office in Statistical data analysis; economic data analysis, budgeting using Excel, use of statistical indicators for development planning and policy formulation. Administrative ability at a high level. Good report writing skills.

WORK EXPERIENCE: Normally at least 8 years of experience in official statistics. High administrative ability. Experience and knowledge of statistical data processing and computing, statistical operations and procedures, techniques and models, projections.