



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000299	REF. NO: NSO 56
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2, GRADE 12	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: STATISTICIAN CLASS 2	
BRANCH: PRICE STATISTICS BRANCH	REPORTING TO: STATISTICIAN CLASS 4,	SYS. POS. NO: 0260000298
SECTION: DATA ADMINISTRATION	LOCATION: WAIGANI, PORT MORESBY	REF. NO: NSO 55

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 undertake the tabulation of the Consumer Price Index and the Producer Price Index (CPI & PPI). This will also include other statistical requests for CPI Data.

3. DIMENSIONS

Its roles and responsibilities will be to ensure that the compilation and tabulation of the Price Indices is based on concepts and definitions which conform to the standard statistical framework and promote methodological soundness.

4. PRINCIPLE ACCOUNTABILITIES

- Undertake research into compilation issues relating to Price Indices systems within the Branch and ensuring its conformity to the Classification of Individual Consumption by Purpose (COICOP) & the System of National Accounts (SNA)
- Able to conduct research into new developments undertaken by the Branch
- Able to create filing system for used collected prices
- Ensure data entry database is updated regularly
- Ensure completed data entry is submitted for Index compiling
- Carryout other duties as directed, and is consistent with those above

5. MAJOR DUTIES

- Price Indices Tables are made available on a timely regular and impartial basis.
- Price Indices Tables maintains a high level of statistical standards and principle's
- Price Indices Tables data sources are accurate and reliable and data is provided on an adequate basis.
- All facets of Price Indices Tables produced shall cover all relevant information in the subject field.
- All published data shall be presented in a clear and accessible manner.

6. NATURE AND SCOPE

The Price Indices Tables is an important input in the compilation of Price Indices. The Statistician reports directly to the Statistician in charge of compilations of the Price Indices

6.1 WORKING RELATIONSHIP

(a) Internal

The Statistician is required to consult regularly with the Compilation Price Statistician in order to ensure that they provide a regular flow of quality Prices which is required for the compilation of the Price Indices

(b) External

The Statistician may also be required to consult with relevant stakeholders such as the BPNG, as well as data users and providers to ensure that there are regular assessments and validation of data sources.

6.2 WORK ENVIRONMENT

The compilation of the Price Indices Tables requires relevant technical skills in COICOP. The Statistician should therefore be suitably qualified in areas of economics and Price Indices.

7. CONSTRAINTS FRAMEWORK AND BOUNDRIES

- **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 the Price Indices Tables in a timely and predictable manner, which in turn can be used as an essential input into the Price Indices for economic policy formulation by data users both domestically and abroad.

9. QUALIFICATIONS, EXPERIENCE 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.

(c) Skills

- Ability to work under minimum supervision
- Strong analytical skills
- Excellent command of written and oral English
- Highly computer literate

(d) Work experience

- At least five years of compilation experience in Price Indices including other areas of economic statistics.