



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000297	REF. NO: NSO 54
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 1, GRADE 8	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 1	
BRANCH: PRICE STATISTICS BRANCH	REPORTING TO: STATISTICIAN CLASS 3	SYS. POS. NO: 0260000028 REF. NO: NSO 52
SECTION: EDITING	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 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

- Ensure the completion of all data entry
- Ensure all Index Towns Prices are entered completely
- Carryout other duties as directed, and is consistent with those above

5. MAJOR DUTIES

- Ensure the completion of all data entry
- Ensure all Index Towns Prices are entered completely
- Carryout other duties as directed, and is consistent with those above

6 NATURE ANDSCOPE

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 Statisticians 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)
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 - 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. QUALIFICATION EXPERIENCE AND SKILLS

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

Thorough understanding of the concepts and definitions used in the compilation of Price Indices.

Skills

Ability to work under minimum supervision

Strong analytical skills

Excellent command of written and oral English

Highly computer literate

Work experience

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