

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPT.NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000032	REF. NO: NSO 61
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 2 GRADE 9	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER (data entry operator)	
BRANCH: BUSINESS STATISTICS	REPORTING TO: STATISTICIAN CLASS 2	SYS. POS. NO: 0260000219 REF. NO: NSO 65
SECTION: STATISTICAL BUSINESS SURVEY	LOCATION: WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>ODD:6/1/24</i>	<i>14/12/2015</i> <i>20/04/2018</i>	<i>CREATE STRUCTURE</i>

2. PURPOSE

To maintain a core range of balanced, timely, relevant and quality statistical output in the areas of Business statistics, primarily in the area of **Business Register**.

3. DIMENSIONS

- 1) Maintains database by entering new and updated company information
- 2) Maintains data entry requirements by following data program techniques and procedures
- 3) Contributes to team effort by accomplishing related results as needed.
- 4) Carry out other activities consistent to the above.

4. PRINCIPLE ACCOUNTABILITIES

1. Ensure that the business statistics section has an up to date Report for on forwarding for purposes of Annual Report Preparation and for publication
2. Ensure good coverage, accuracy, consistency and relevance of statistical output.

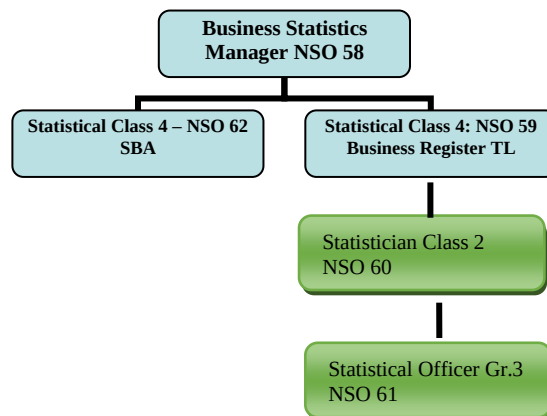
5. MAJOR DUTIES

1. Update and maintain the Business Register;
2. Assess and report on the implication international recommendation on the respective industries where necessary;
3. Liaise with the compilation subsection on data entry of respective industries.
4. Carry out other duties as directed, consistent with those above.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal



Report to the Supervisor NSO 65

(b) External

Meet and work with users and data suppliers as required

6.2 WORK ENVIRONMENT

The position is more technical and most of the data needed by the office is to be collected from outside.

5. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The holder of the position makes the declaration of secrecy to follow and abide by the terms and condition set for the position.

- **Rules/procedures**
(See 9)

- **Decision**

1. National Statistician (NSO HQ)
2. Deputy Statistician – Economics Division (NSO HQ)
 - I. Business Statistics Branch Head
 - II. Statistician Class 4. NSO 59
 - III. Statistician Class 2. NSO 60
 - IV. Statistician Grade 3. NSO 61

- **Recommendations**

Enhance productivity, timely and accurate statistics

6. CHALLENGES

Response burden and Data security

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Minimum qualification of a Diploma from a recognized institution in statistics, economics, business economics or such other qualifications with statistical content as are acceptable to the DPM. Or has worked more than 3 years of working in the similar position in other organizations.

(b) Knowledge

1. Knowledge of the Statistical Services Act 1981.
2. Knowledge of Organic Law on Provincial and Local Level Government
3. Knowledge of current business practices
4. Knowledge of Papua New Guinea Industrial Classification

(c) Skills

- I. Organization skills
- II. Quick typing skills
- III. Attention to detail
- IV. Computer savvy
- V. Confidentiality
- VI. Thoroughness

(d) Work Experience

1. Normally at least three (3) years' experience in Official statistics collections and compilation or has worked in similar field where data collection and compilation was major part of the task.
2. Has a high administrative ability;
3. Understands statistical operations and procedures.
4. Able to manage, facilitate, lead and train field collections where necessary.