



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT.NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000217	REF. NO: NSO 63
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 –STATISTICIAN GRADE 12	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN CLASS 2 (Primary Industry)	
BRANCH: BUSINESS STATISTICS	REPORTING TO: STATISTICIAN CLASS 4	SYS. POS. NO: 0260000301
SECTION: STATISTICAL BUSINESS SURVEY	LOCATION: WAIGANI, PORT MORESBY	REF. NO: NSO 62

HISTORY OF POSITION

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

2. PURPOSE

To maintain a core range of balanced, timely, relevant and quality statistical output in the area of Business statistics, primarily in the area of Primary Industries which includes **Agriculture, Forestry and Fishing, Mining and Quarrying.**

3. DIMENSIONS

- 1) Tasks includes overall research design, sampling, questionnaire design, data collection protocol, weighting, analysis, and new survey technologies.
- 2) This person will also supervise, monitor and manage all other staff within this section working on the primary industries and allocate them tasks as per their work plan.
- 3) Carry out other activities consistent to the above.

4. PRINCIPLE ACCOUNTABILITIES

- 1) Ensure that the Service Industry statistics has an up to date Reports prior to Survey of Business Activity.
- 2) Ensure good coverage, accuracy, consistency and relevance of statistical output.

5. MAJOR DUTIES

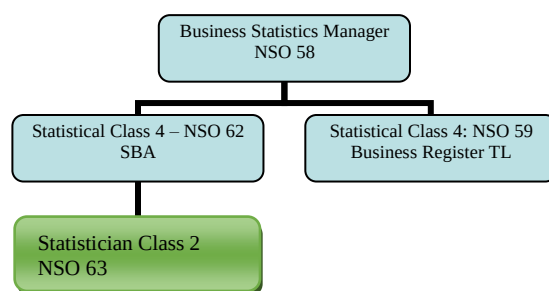
Oversee all the duties performed within the section.

- 1) Play key role in overseeing the Survey of Business Statistics from preparatory phase to analysis phase.
- 2) Consult with regional NSO regional statistical officers during the field operations for a better statistical collection for consistency checks.
- 3) Manage all staff in the section
- 4) Carry out other duties as directed, consistent with above.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal



Reports directly to his/her supervisor NSO 62

(b) External

Meet and work with users and data suppliers as required

6.2 WORK ENVIRONMENT

This is more a technical work in regards to nature of the work it's engaged in.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

See 9 (a)

▪ Decision

- 1) National Statistician (NSO HQ)
- 2) Deputy Statistician – Economics Division (NSO HQ)
 - I. Business Statistics Branch Head
 - II. Statistician Class 4. NSO 62

▪ Recommendations

Enhance productivity, timely and accurate statistics

8. CHALLENGES

Some key challenges in this job may include;

- 1) response burden from business houses;
- 2) data security and confidentiality

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Minimum qualification of a Degree from a recognized institution in PNG particularly in Economics or Mathematics or such other qualifications with Statistical content as are acceptable to the DPM. Or has worked more than 5 years of working in the similar position in other organizations.

(b) Knowledge

- 1) Knowledge of Statistical Services Act 1981.
- 2) Knowledge of Organic Law on Provincial and Local Level Government
- 3) Knowledge of Public Service Management Act and General Orders.
- 4) Knowledge of relevant business registration systems

(c) Skills

- 1) Possess skills in MS Office in statistical data analysis, economic data analysis, budgeting using Excel.
- 2) Has excellent communication and public relations
- 3) Ability to work under pressure and able to handle issues whenever matter arises
- 4) Has ability to write reports
- 5) Management skills

(d) Work Experience

- 1) Normally at least five (5) 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. Able to manage, facilitate, lead and train field collections