



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000308	REF. NO: NSO 74
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 GRADE 12	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN (<i>Questionnaire Design, Industrial Classification</i>)	
BRANCH: BUSINESS STATISTICS	REPORTING TO: STATISTICIAN CLASS 4	SYS. POS. NO: 0260000301 REF. NO: NSO 62
SECTION: STATISTICAL BUSINESS SURVEY	LOCATION: WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 1/6/64	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 Survey Section, primarily in the area of Research and Development.

3. DIMENSIONS

- 1) This position is responsible for doing research and development in the business Surveys
- 2) Carry out other activities consistent to the above.

4. PRINCIPLE ACCOUNTABILITIES

- 1) Ensure survey questionnaires and industrial classifications are properly developed and endorsed prior to survey
- 2) Ensure good coverage, accuracy, consistency and relevance of statistical output

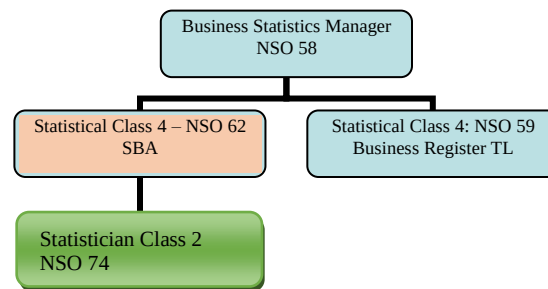
5. MAJOR DUTIES

1. Administer all Research and Development operations and trainings in the Business Statistics Branch and Economic (when need arises).
2. Tasks includes overall research design, sampling, questionnaire design, data collection protocol, weighting, analysis, and new survey technologies.
3. Monitor performance of the unit to ensure timely updating of procedures.
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 Education/ Business Management 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 Public Service Management Act and General Orders.
- 3) Knowledge of relevant business registration systems
- 4) Papua New Guinea Industrial Classifications.

(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 years (5) 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