

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

AGENCY: DEPT.NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000304	REF. NO: NSO 70
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 2 GRADE 9	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER (HEALTH STATISTICS)	
BRANCH: BUSINESS STATISTICS	REPORTING TO: STATISTICIAN CLASS 2	SYS. POS. NO: 0260000309
SECTION: STATISTICAL BUSINESS SURVEY	LOCATION: WAIGANI, PORT MORESBY	REF. NO: NSO 69

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 areas of Business statistics, primarily in the area of Service Industry Statistics on Health, Education and Administrative Support Service industries.

3. DIMENSIONS

Knowledge in the nature of the work and the purpose of the output.

- 1) This position is responsible for collecting, compiling data in the area of Service Industries and networking with the responsible Stakeholders for administrative data.
- 2) 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 forwarding for purposes of Annual Report Preparation and for publication
2. Ensure good coverage, accuracy, consistency and relevance of statistical output.

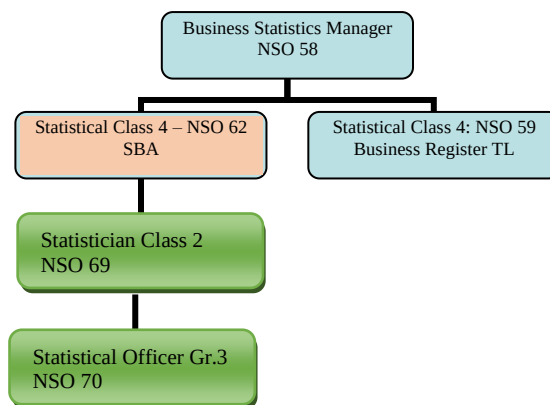
5. MAJOR DUTIES

1. Formulate proposal for the development of Health, Education and Administrative Support Service, including economic models;
2. Monitor and evaluate research into ongoing international recommendations in relation Health, Education and Administrative Support Service Surveys.
3. Assess and report on the implication international recommendation on Service Industries on respective industries.
4. Formulate proposals for the development of Health & Education & Administrative Support Service industries database.
5. Liaise with the compilation subsection on data entry of respective industries.
6. 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 69

(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.

7. 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 62
- III. Statistician Class 2. NSO 69
- IV. Statistician Grade 3. NSO 70

▪ Recommendations

Enhance productivity, timely and accurate statistics

8. CHALLENGES

- I. Knowledge of the purpose of the data collected and when it needs to be presented
- II. Response burden and Data security

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Minimum qualification of a Diploma or similar studies 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

- 1. Possess skills in MS Office in statistical data analysis and 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. MS Office in word in statistical Report Writing.

(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.