

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

AGENCY: DEPT. NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000301	REF. NO: NSO 62
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 4 GRADE 14	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: <i>STATISTICIAN CLASS (Proc & Data Analyst)</i>	
BRANCH: BUSINESS STATISTICS	REPORTING TO: MANAGER	SYS. POS. NO: 0260000029
SECTION: STATISTICAL BUSINESS SURVEY	LOCATION: WAIGANI, PORT MORESBY	REF. NO: NSO 58

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 Census or Survey of Business Activities (C/SBA) to produce Industry statistics.

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 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 business statistics section has an up to date Report for on forwarding for purposes of Annual Report Preparation and for publication.
- 2) Ensure Business Statistical Census/Survey are conducted successfully within the period on given with a good coverage and accuracy for end of the year SBA Reports.
- 3) Ensure good coverage, accuracy, consistency and relevance of statistical output.

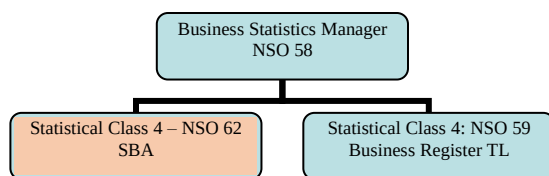
5. MAJOR DUTIES

1. Direct and control the work of the C/SBA & Business Liaison Survey (BLS) sub section in the Industry statistics under Statistical Services Act, 1980.
2. Formulate proposals for the development of C/SBA & Business survey, including economic models
3. Monitor and evaluate research into ongoing development Industry statistics
4. Assess and report on the implications of international recommendations Industry statistics.
5. Formulate proposals for the development of C/SBA & Business survey data base,
6. Liaise with the compilation subsection on data entry of C/SBA & Business survey data.
7. Carry out other duties as directed, consistent with above.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal



Reports directly to Manager NSO 58

(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

- 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) Has Management, communication and organization 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