



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000008	REF. NO: NSO 08
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 (Economic/Finance) GRADE 12	
DIVISION: OFFICE OF THE NATIONAL STATISTICIAN	LOCAL DESIGNATION: STATISTICIAN CLASS 2 (Eco/Fin)	
BRANCH: UNIT. L/M&RESEARCH	REPORTING TO: MANAGER, L,M/R	SYS. POS. NO: 0260000007
SECTION: RESEARCH UNIT	LOCATION: WAIGANI	REF. NO: NSO 07

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/2011	Structure
	14/12/2015	RENUM/REDES/RECLSS
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To liaise with state government agencies on statistical matters, coordinate statistical activities to maintain dialog and develop strategies to strengthen statistics.

The position will make contact with all statistical units within the national departments, statutory organizations and international agencies on statistical matters and statistical training on the future development initiatives.

3. DIMENSIONS

The position is a senior statistician assisting to implement work activities of the Unit, reports directly to the Manager Statistical Liaison, Methodology and Research Unit. The incumbent will supervise a total of 5 staff as determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

1. Ensure that the government statistical needs and requirements are met by the National Statistical Office.
2. Ensure that policies, strategies and plans are developed, approved where necessary and implemented and reviewed that national statistics remains at all times tune and in keeping with development planning of the country in so far as statistics are concerned.
3. Ensure the development and acceptance of challenging but realistic objectives, plans and budget by immediate subordinates and through guidance and support, assist them achieve the required results.

Office of the National Statistician Statistician Class 2 (Economic/Finance)

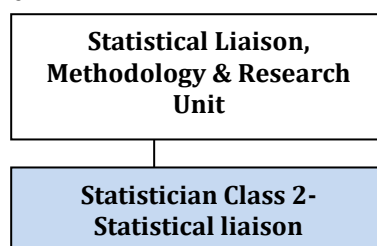
4. Ensure that periodic inspection of statistical units in other government departments in accordance with Section 46 of the Statistical Services Act.
5. Ensure that the Liaison subsection has up to date statistical report for forwarding for preparation of an annual report and for publication.

5. MAJOR DUTIES

1. Provides over-all directions in the implementation of the Statistical Services Act and related issuances and exercises technical supervision over the day to day affairs of the NSO;
2. Establishes linkages for technical and financial support from national and international organizations in the development of survey designs, methodologies, indicator systems, conceptual frameworks on emerging concerns and information system;
3. Ensure the development and maintenance of relationships established through such arrangements as MOU's and MOA's are pursued and improved on over time
4. Provides direction in the formulation of policy towards internal efficiency including the conduct of stakeholders' analysis;
5. Under take program of inspection of operation of state agencies in the collection of data and the compilation, dissemination and publication of statistics and related information produced from that data with particular regard to:-
 - (a) The attainment of compatibility between and the integration of statistics compiled by state agencies;
 - (b) The maximum possible utilization for statistical purposes, of data and means of collection of data available to state agencies; and
 - (c) The formation of and the ensuring of compliance with standards of carrying out by state agencies of operations for statistical purposes; and
6. Carry out other duties as directed, consistent with those above.

6. NATURE AND SCOPE

The job is essential that proper dialogue the head of the NSO and is responsible to the Minister for National Planning & Monitoring. The position will ensure that all relevant statistical information on economic and social data and other statistical data are collected, analyzed and stored and at times using these data provide advice to the Minister for National Planning and Monitoring, government agencies, stakeholders and the public.



6.1 WORKING AND WORKING RELATIONSHIP

Internal - Reports to the Manager – Statistical Liaison, Methodology and Research Unit

External - Meet and work with relevant organizations in PNG and overseas on Professional and technical matters in regard to statistics

6.2 WORK ENVIRONMENT

This is a supervisory position and manages a complex government administration. The position is substantially strategic, policy and operational functions, driving performance improvement of the liaison branch to ensure the importance of government policies and strategies, and statistical matters are adequately promoted in a holistic manner in achieving NSO's aims and objectives

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will establish rules, regulations, processes and procedures in dealing with all matters in the daily running affairs of the agency and to decide on and recommend to the agency management on best practices for transparent and accountable purposes

8. CHALLENGES

- The effective and efficient management and implementation of government policies which have not been fully digested in the public service
- Meeting and liaising with the NSO management to promote government policies, regulations and other legislations to promote statistics.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Master Degree preferably in Statistics, Economics, Public Administration or such other educational qualifications acceptable.
- Administrative ability of a high order.

(b) Knowledge

- Statistical Services Act. 1980.
- Public Service Management Act and General Orders
- Public Finance Management Act
- Organic Law on Provincial and Local Level Governments
- Government policies relating to administration & statistics.

(c) Skills

Development planning and policy formulation

- ✓ Planning and development of projects
- ✓ Management of people
- ✓ Public Relations
- ✓ Inter-personal
- ✓ Active/Reflective skills
- ✓ Able to develop strategies or plans and be able to implement and monitor it
- ✓ Be able to work in a team to initiate, plan and organize own work to meet deadlines
- ✓ Application of public service systems and processes

(d) Work Experience:

A minimum five (5) years working in an administrative role or in a managerial position.