Form OD2.7

NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	**SYS. POSN. NO:** 0260000273	**REF. NO:** NSO 10
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** STATISTICIAN CLASS 2 GRADE 12	
DIVISION: OFFICE OF THE NATIONAL STATISTICIAN	**LOCAL DESIGNATION:** STATISTICIAN, (PNGINFOR)	
BRANCH: LM&R UNIT	**REPORTING TO:** MANAGER, L,M/R	**SYS. POS. NO:** 0260000007 **REF. NO:** NSO 07
SECTION: PNGINFOR	**LOCATION:** WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	*14/12/2015*	*CREATE*

2. PURPOSE

To develop a database system to monitor human development in PNG. The position will conduct research work on all human activities and make written analysis and projection on the future development of these initiatives.

3. DIMENSIONS

Statistician PNGINFOR reports directly to the Statistician Class 4 Statistical Liaison - Statistical Liaison, Methodology and Research Unit to implement work activities of the Unit.

4. PRINCIPLE ACCOUNTABILITIES

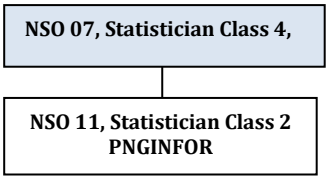
Provide statistical research and support to ensure the work of the unit achieves the goals and objectives and the desired outcomes are achieved.

5. MAJOR DUTIES

1. To apply provisions of the Departments Corporate Plan.
2. Policy formulation and reviews.
3. Maintaining an effective management information system
4. Publication of statistical data for policy related purposes
5. Collection and storage of statistical data for policy materials
6. Establishment and development of IT operations in the unit
7. Initiation of appropriate and realistic operational plans and reporting.
8. Maintaining an effective database and management information system on human development.
9. The incumbent of this position will also perform other duties as required by the management

6. NATURE AND SCOPE

The position is responsible to Statistician Class 4 – NSO 07, role is to develop a data base to monitor human development, compile and carry out statistical research on human indexes data and policies.



6.1 WORKING AND WORKING RELATIONSHIP

Internal – Assist, understudies, facilitates the work of the Statistician, Statistical Liaison

External – Review and create a database on human development and conduct research into policies impacting on NSO's operations.

6.2 WORK ENVIRONMENT

The position is an technical (research) position with the SLM&R Unit ensure research programs are adequately promoted in a holistic manner in achieving NSO aims and objectives

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government policies that influence the work of National Statistical Office include:

- Organic Law on Provincial and Local Level Government
- Public Services (Management) Act and Public General Orders
- Vision 2050 and related Development and Implementation Plans
- Sustainable Development Goals
- Medium Term Development Goals

8. CHALLENGES

1. Some key challenges include the effective implementation of the Corporate Plan, Management Action plans and
2. The effective and efficient management and implementation of government policies which have not been fully digested in the public service
3. Meeting and liaising with the NSO management to promote government policies, regulations, governance and other legislations to promote statistics.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- A minimum entry of a Degree in Mathematics, Population studies or Social Sciences.
- IT 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

1. Applied computing skills
2. Analysis skills
3. Research skills
4. Good Knowledge of Laws and Policies Governing work of NSO
5. Effective report writing and oral communication
6. Well-developed interpersonal and public relations skills

(d) Work Experience:

A minimum three (3) year's work experience in government and the private sector.