Form OD2.7

NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	**SYS. POSN. NO:** 0260000279	**REF. NO:** NSO 16
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** STATISTICIAN CLASS 2 (DATA MINING) GRADE 12	
DIVISION: OFFICE OF THE NATIONAL STATISTICIAN	**LOCAL DESIGNATION:** STATISTICIAN, CLASS 2 GRADE 12 (DATA MINING)	
BRANCH: STATISTICAL LIAISON	**REPORTING TO:** STATISTICIAN,	**SYS. POS. NO:** 0260000276 **REF. NO:** NSO 14
SECTION: METHODOLOGY & RESERACH	**LOCATION:** WAIGANI	

HISTORY OF POSITION

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

2. PURPOSE

To undertake research work on statistics produced by NSO state departments and other organizations and to extract statistics as source of information that can be used for future development of statistics and other statistical initiatives.

3. DIMENSIONS

The incumbent reports directly to the Statistician Class 4, Methodology and Research to implement work activities of the Unit.

4. PRINCIPLE ACCOUNTABILITIES

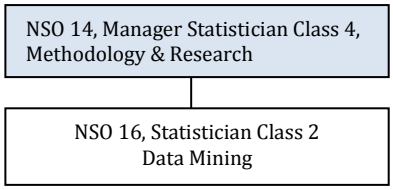
Provide research into all statistical matters and policy development and monitor current policy initiatives in regard to statistics and provide support to ensure the goals and objectives and the desired outcomes of NSO are achieved.

5. MAJOR DUTIES

1. To apply provisions of the organizations Corporate Plan.
2. Policy formulation and reviews.
3. Collection and storage of policy materials.
4. Initiation of appropriate and realistic operational plans and reporting.
5. Maintaining an effective management information system.
6. Publication of statistical data and other statistics for policy related purposes
7. Perform other duties as directed

6. NATURE AND SCOPE

The position is responsible to Statistician Class 4 – NSO 08, role is to compile and carry out statistical research on social and demographic research and related activities



6.1 WORKING AND WORKING RELATIONSHIP

Internal – Assist, understudies, facilitates the work of the Methodology and Research branch.

External – Review and create a database of 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:

1) Public Finances (Management) Act and related Financial instruction
2) Organic Law on Provincial and Local Level Government
3) Public Services (Management) Act and Public General Orders
4) Public Service Code of Business Ethics and Conduct
5) Vision 2050 and related Development and Implementation Plans

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

The position requires a qualified IT Specialist with strong mathematics and statistics background and a minimum entry on research 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. Knowledge of statistical software
3. Analysis skills
4. Research skills
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.