

**NATIONAL STATISTICAL OFFICE****JOB DESCRIPTION****1. IDENTIFICATION**

|                                                        |                                                                                                        |                                    |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>AGENCY:</b><br>Dept. NATIONAL PLANNING & MONITORING | <b>SYS. POSN. NO:</b><br>0260000007                                                                    | <b>REF. NO:</b><br>NSO 07          |
| <b>OFFICE:</b><br>NATIONAL STATISTICAL OFFICE          | <b>DESIGNATION/CLASSIFICATION</b><br><b>STATISTICIAN CLASS 4</b> (Statistical Liaison) <b>GRADE 14</b> |                                    |
| <b>DIVISION:</b><br>NATIONAL STATISTICAL OFFICE        | <b>LOCAL DESIGNATION:</b><br>MANAGER STATISTICIAN -L,M&RESERACH                                        |                                    |
| <b>BRANCH:</b><br>UNIT. L/M&RESEARCH                   | <b>REPORTING TO:</b><br>NATIONAL STATISTICIAN                                                          | <b>SYS. POS. NO:</b><br>0260000001 |
| <b>SECTION:</b><br>RESEARCH UNIT                       | <b>LOCATION:</b><br>WAIGANI                                                                            | <b>REF. NO:</b><br>NSO 01          |

**HISTORY OF POSITION**

| <b>FILE REF.</b> | <b>DATE OF VARIATION</b> | <b>DETAILS</b>      |
|------------------|--------------------------|---------------------|
| 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 lead and manage the daily affairs of the Statistical Liaison, Methodology and Unit to undertake research work on all policy related matters and make written analysis and projections to the National Statistician on the future development of statistics and to extend and improve the range of statistical services through monitoring of statistical activities of other government agencies and including liaison with international agencies to promote statistical standards, classification and frame through the national statistical system.

**3. DIMENSIONS**

The position plays a manager's role for the Liaison, Methodology & Research Unit and reports directly to the National Statistical. The position holder will supervise a total of 11 staff are determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

**4. PRINCIPLE ACCOUNTABILITIES**

1. Provide research into all statistical developments and policies, and monitor current policy initiatives of the government on economic and social and ensures the needs of the government's statistical requirements are met by the National Statistical Office.
2. Policy Reviews
3. Initiation of appropriate and realistic operational plans and reporting.
4. 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.

5. Ensure that opportunities for the development of statistics continue to develop.
6. Sound and timely advice to the National Statistician on Finance & Budget, Administration, Human Resource and Publication & Library matters.
7. Ensure the participation of the Liaison, Methodology & Research Unit in the preparation of the annual report by the National Statistician to the Minister as stipulated in the Statistical Services Act.

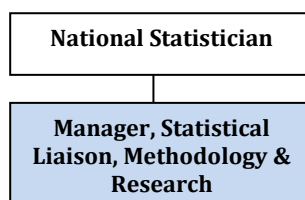
## 5. MAJOR DUTIES

To apply provisions of the Corporate Plan in;

1. Provides over-all directions in the conduct of the Unit;
2. Policy formulations
3. Policy reviews
4. Ensure the development and maintenance of relationships established through such arrangements as MOU's and MOA's are pursued and improved on over time
5. Establishes linkages for technical support from national and international organizations in the development of statistics, survey designs, methodologies, indicator systems, conceptual frameworks on emerging concerns and information system;
6. Provides direction in the extension of technical assistance on statistics matters to other local and national government agencies including those in the legislature, judiciary, academic and constitutional bodies, and to international government and agencies;
7. The incumbent of this position will also perform any other duties as required by Management.

## 6. NATURE AND SCOPE

The position is the manager of the Statistical Liaison, Methodology and Research and is responsible to the National Statistician. The position will ensure that all relevant statistical research 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 National Statistician and the Deputy National Statisticians, government agencies, stakeholders and the public.



### 6.1 WORKING AND WORKING RELATIONSHIP

**Internal -** Reports to the National Statistician  
Reports to the Deputy National Statisticians

**External -** State agencies including international agencies on matters relating statistics

### 6.2 WORK ENVIRONMENT

The position is substantially strategic, policy and operational functions, driving performance improvement of the unit 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 unit 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.