

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

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000009	REF. NO: NSO 09
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 GRADE 12	
DIVISION: OFFICE OF THE NATIONAL STATISTICIAN	LOCAL DESIGNATION: STATISTICIAN CLASS 2 (Social /Dem'phy)	
BRANCH:	REPORTING TO: MANAGER, L,M/R	SYS. POS. NO: 0260000007
SECTION:	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/RECLASS/REDES
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To undertake research work on all statistical policy related matters in regard to economic and finance sector activities and make contact and liaison 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

Statistician assisting to implement work activities of the Unit, reports directly to the Statistician Class 4 Statistical Liaison.

4. PRINCIPLE ACCOUNTABILITIES

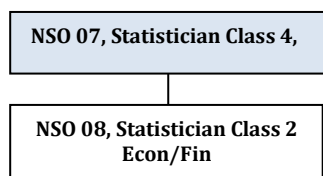
Provide statistical research and support to ensure the work of the unit achieves the goals and objectives and the desired outcomes are achieved.

5. MAJOR DUTIES

1. To apply provisions of the Departments Corporate Plan.
2. Policy formulation and reviews.
3. 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.

6. NATURE AND SCOPE

The position's role is to compile and carry out statistical research on economic and finance sectors data and policies. The position is responsible to the Statistician Class 4, Liaison section of the unit.



6.1 WORKING AND WORKING RELATIONSHIP

Internal – Facilitates the work of Senior Policy and Research Analyst.

External – Review and create a database of all Government policies impacting on NSO's operations.

6.2 WORK ENVIRONMENT

The position requires a research and development officer. Allowances are payable for duties performed and approved under General Orders 13.58, 13.59 and 13.70.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

- Public Finances (Management) Act and related Financial instruction
- Organic Law on Provincial and Local Level Government
- Public Services (Management) Act and Public General Orders
- Government Financial Management System and Financial Procedures
- Public Service Code of Business Ethics and Conduct
- 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

- A minimum entry of a Bachelor Degree in Mathematics, Economics or Social Sciences.
- 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. Fair Knowledge of Government Financial Accounting System
5. Good Knowledge of Laws and Policies Governing work of NSO
6. Effective report writing and oral communication
7. Well-developed interpersonal and public relations skills

(d) Work Experience:

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