



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000002	REF. NO: NSO 02
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: EXECUTIVE OFFICER GRADE 16	
DIVISION: OFFICE OF THE NATIONAL STATISTICIAN	LOCAL DESIGNATION: EXECUTIVE OFFICER	
BRANCH: ONS	REPORTING TO: NATIONAL STATISTICIAN	SYS. POS. NO: 0260000001 REF. NO: NSO 01
SECTION: Executive Branch	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	31/03/05	RECLASSIFIED
ODD: 6/1/24	07/12/11	RECLASSIFIED
	14/12/2015	RECLASSIFIED
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

The position's role will be to provide effective management on the daily operations of the National Statistician's Office. The position will also ensure that relevant meetings, appointments on statistical matters are raised with the National Statistician to ensure that the National Statisticians office maintains and performs at a professionally acceptable level at all times, instilling a corporate culture that will enable it to operate in accordance with its mandated mission.

3. DIMENSIONS

The position is responsible for Executive duties to coordinate of the programs of the National Statistician's Office and prepares timely media press releases and act as the protocol officer to the Office of the National Statistician.

4. PRINCIPLE ACCOUNTABILITIES

1. Ensure that the needs of the government's statistical 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.
4. Ensure that opportunities for the development of statistics continue to develop.
5. Ensure the development and maintenance of relationship through such arrangement or MOU's or MOA's in such areas where linkages are not guaranteed through the ACT of Parliament, but such relationship would be in the best interest of the National Statistical Office.

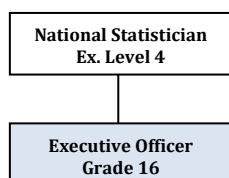
6. Ensure the preparation of the Annual Report for the Minister as stipulated in the Statistical Services Act in a timely manner.
7. Realization of effective and efficient management of the Corporate Services Division
8. Efficient and appropriate strategies, work programs and budget for the Corporate Services Division are developed
9. Sound and timely advice to the National Statistician on Finance & Budget, Administration, Human Resource and Publication & Library matters.
10. Ensure the participation of the corporate services division in the preparation of the annual report by the National Statistician to the Minister as stipulated in the Statistical Services Act.

5. MAJOR DUTIES

1. Attend to Executive administrative matters such as draft reports, memos, correspondence for the office of the National Statistician.
2. Coordinate all communication efforts for National Statistician's Office and respective divisions.
3. Examine and summarize main points of the report for the National Statistician.
4. Review systems and procedures in the office of the National Statistician and make recommendations to meet changes and improvements.
5. Prepare National Statistician's brief's to Minister and Top Management meetings.
6. Prepare media release for the National Statistician's Office.
7. Carryout investigations on matters which do not specifically fall into a functional area and advise the National Statistician accordingly.
8. Perform other duties as directed by the National Statistician.

6. NATURE AND SCOPE

The position is 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 RELATIONSHIP

Internal - Reports to the National Statistician

External - State agencies including international agencies on matters relating statistics on and behalf of National Statistician

6.2 WORK ENVIRONMENT

The position leads and manages a large and complex government administration. The position is substantially strategic, policy and operational functions, driving performance improvement of the organization 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.