NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		**SYS. POSN. NO:** 02600000315	**REF. NO:** NSO 99
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** STATISTICIAN CLASS 2		
DIVISION: STATISTICAL FIELD SERVICES	**LOCAL DESIGNATION:** REGIONAL STATISTICIAN		
BRANCH: REGIONAL COORDINATION	**REPORTING TO:** MANAGER	**SYS. POS. NO:** 0260000049	**REF. NO:** NSO 90
SECTION: ISLANDS REGION	**LOCATION:** KOKOPO (EAST NEW BRITAIN PROVINCE)		

HISTORY OF POSITION

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

2. PURPOSE

Coordinate and supervise provincial statistical field operations within the Islands Region relating to household listing, CU register update, price collection and business register survey. The position will also ensure appropriate instruments and instructions are available for use during field collections.

3. DIMENSIONS

The position is responsible to the Manager, Regional Coordination Branch, in ensuring provincial officers are trained and equipped with the necessary instruments for statistical field operations and that progressive updates are made available. The position will be supported by a subordinate as determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

The position will ensure that all appropriate instruments and instructions to be used for the different statistical field collections are well coordinated with high quality of field updates and collection methodologies and timely release of outputs as required.

5. MAJOR DUTIES

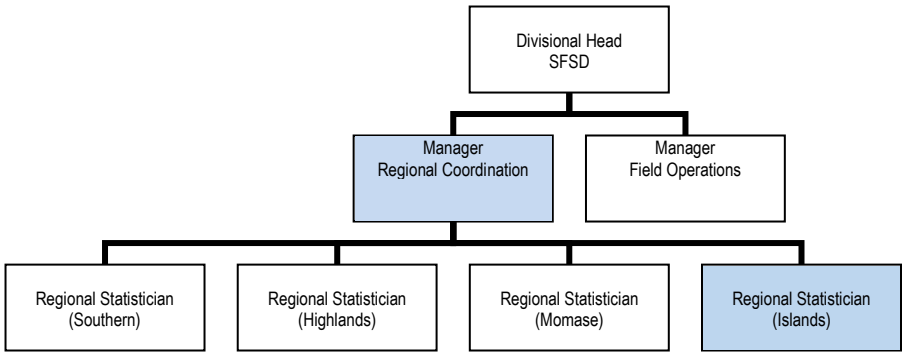
5.1 Coordinate and supervise all statistical operations within the provinces of the region
5.2 Ensure financial resources support for provincial statistical operations are adequate and available.
5.3 Ensure standards and quality aspects of statistical field operations are maintained.

5.4 Liaise with provincial stakeholders, business communities and the public for the conduct of statistical field operations in the provinces.

5.5 Performs other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Regional Coordination Branch and reports directly to the Manager on Islands Region operation. The position has one subordinate comprising of a Statistical Clerk.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Manager, Regional Coordination.
- In-charge of coordinating and supervising regional statistical operations
- Monitor and evaluate implementation of work program at provincial levels.

(b) External

- Liaise and consult with other state agencies on matters in regard to field operations
- Establish good working relationship with stakeholders in the provinces on matters relating to Field Operations.
- Meet and work also with international agencies on matters relating to Field Operations.

6.2 WORK ENVIRONMENT

The position plays the coordinating and supervisory role within the Regional Coordination branch to ensure statistical field collection are implemented consistent with international best practices and that high standards of data quality are maintained.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position is to ensure guidelines on the processes and standards in field collections are adhered to with an assessment on the practical aspects of field operation coverage in the region.

8. CHALLENGES

- The timely implementation of Regional Field Operations activities as scheduled.
- Meeting and liaising with the NSO management and other stakeholders to promote timely release of statistics consistent with international best practices.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate degree in statistics or such other educational qualifications with statistical content acceptable to the Commission.

(b) Knowledge

- Statistical Services Act. 1980 *(Revised)*
- Organic Law on Provincial and Local Level Governments
- Fair knowledge on Statistics and good understanding on Field work procedures

(c) Skills

- Numerical and Analytical Skills
- Written and communication skills
- Ability to plan, coordinate and supervise statistical field operations.

(d) Work Experience

- At least five (5) five years of experience in the field of population and statistical field collections.