



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000038	REF. NO: NSO 77
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: EXECUTIVE ASSISTANT, GRADE 09		
DIVISION: STATISTICAL FIELD SERVICES	LOCAL DESIGNATION:		
BRANCH:	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 02600000037	REF. NO: NSO 76
SECTION:	LOCATION: PORT MORESBY		

HISTORY OF POSITION

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

2. PURPOSE

The position's role will be to perform stenographic and secretarial duties to the Deputy National Statistician of Statistical Field Services Division including secretarial support to the daily operations of the division to ensure all secretarial and administrative tasks division are implemented.

3. DIMENSIONS

The Executive Assistant of the Statistical field Services Division is responsible to the Deputy National Statistician and will ensure that all secretarial and administrative tasks and requirements for the division are implemented as required. This will be done by working with the Deputy National Statistician and branch managers of the division including liaising closely with Corporate Services Division where necessary.

4. PRINCIPLE ACCOUNTABILITIES

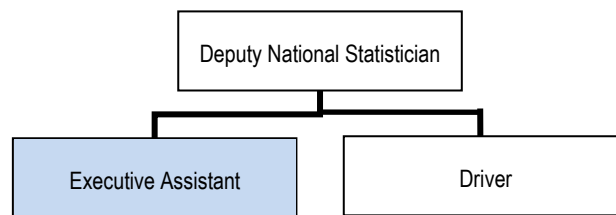
The position will ensure that confidentiality of relevant information and correspondences on daily operations of the NSO and the division are maintained with relevant information typed, filed and/or disseminated to the Deputy National Statistician and other line managers where necessary.

5. MAJOR DUTIES

- 5.1 Carry out confidential secretarial duties for the Deputy National Statistician for Statistical Field Services Division and other senior managers in the division.
- 5.2 Assist in formatting all work relating to NSO publications produced by the Division including bulleting layout, typing and editing bulletins and publications.
- 5.3 Take dictations and type correspondences upon request from Deputy National Statistician and senior managers.
- 5.4 Record and document minutes of divisional meeting
- 5.5 Receive visitors and callers to the Deputy National Statistician or other senior managers in the division.
- 5.6 Performs other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Statistical Field Services Division and reports directly to Deputy National Statistician to perform secretarial and administrative duties on demographic and social statistics matters. The position is one of the two positions that support the Deputy National Statistician, Statistical Field Services Division.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Deputy National Statistician.
- Support the two Managers, Field Operations and Regional Field Offices in secretarial duties including photocopying and filing.
- Follow up with Managers on matters requiring urgent attention and reporting to the Deputy National Statistician

(b) External

- Consult with Corporate services division on Statistical Field Services Division office requirements.
- Liaise and consult with other state agencies and provincial administrations on matters in regard to Statistical Field Services Division administrative requirements etc.

6.2 WORK ENVIRONMENT

The position plays a supporting role to the division to ensure all administrative requirement for the division is available to each officer within the division including other specific secretarial requirements in the form of internal correspondences are prepared and circulated for noting and/or for appropriate actions to be undertaken.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position supports the daily operational requirements of the Deputy National Statistician in ensuring confidentiality of information and correspondence, follow-ups on appointment both internally and externally. Similar support is given to the Branch Heads in the division.

8. CHALLENGES

- The effective and efficient management and implementation of Statistical Field Services Division work plans and programs in regard to conducting social statistics activities.
- Meeting and liaising with the NSO management and other stake holders to promote statistics with best international practices.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

(a) Qualifications

Successful completion of Secretarial course or such other educational qualification relevant.

(b) Knowledge

- Statistical Services Act. 1980 *(Revised)*
- Public Service Management Act and General Orders
- Other government policies relating to statistics.

(c) Skills

Computer word processing skills, typing skills, short hand skills, honest and reliable person

(d) Work Experience

- At least five (5) years of experience in secretarial work.