NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		**SYS. POSN. NO:** 02600000317	**REF. NO:** NSO 101
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** STATISTICAL OFFICER GRADE 1		
DIVISION: STATISTICAL FIELD SERVICES	**LOCAL DESIGNATION:**		
BRANCH: REGIONAL COORDINATION	**REPORTING TO:** STATISTICIAN CLASS 2	**SYS. POS. NO:** 02600000315	**REF. NO:** NSO 99
SECTION: ISLANDS REGION	**LOCATION:** KIMBE (WEST NEW BRITAIN)		

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

Carry out duties relating to field collection of data using NSO designed data capture instruments ie household listing form, Census Unit (CU) register update forms, price collection form and business register survey forms. The position will also ensure adequate forms for the various field collections are available for use.

3. DIMENSIONS

The position is responsible to the Regional Statistician, Islands Region in reporting the conduct of listing of households, updating of census unit register, collection of prices and business survey and that progressive updates are made available. The position is provincial base (Kimbe) as determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

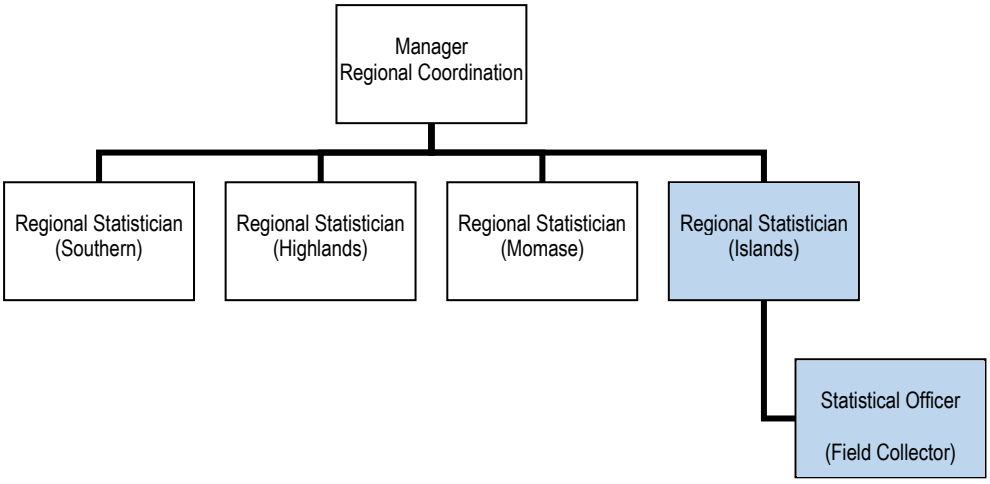
The position will ensure that all field collection instruments to be used in the province are correctly filled in with high quality of field data captured consistent with international best practices and the timely release of accurate outputs as required.

5. MAJOR DUTIES

5.1 Collect data on households, villages, prices and business using NSO designated forms in the province.
5.2 Liaise with business houses and the public (respondents) on conduct of field collections.
5.3 Carry out initial checks and edits on the entries during field collections
5.4 Pack and label all completed field collection instruments/forms for despatchment
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 Regional Statistician on provincial field collections.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Regional Statistician for Islands Region
- In-charge of social and economic field collection requirements

(b) External

- Liaise and consult with households, business houses and the public (respondents) on matters in regard to field collections

6.2 WORK ENVIRONMENT

The position plays the technical role within the Regional Coordination Branch to collect data from households, businesses and the public using approved statistical data capture tools designed by NSO that are consistent with international best practices.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position is required to collect data as per the guidelines on the processes and standards on field collection and provide an assessment on the practical aspects of field collection coverage in the province.

8. CHALLENGES

- The timely implementation of field collection activities as scheduled.
- Liaising with the households, business houses and the public as respondents for the timely collection of data and the timely release of outputs.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Successful completion of Grade 10 or 12 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 field work
- Good knowledge on practical and statistical procedures in relations to field operations

(c) Skills

- Numerical and Analytical Skills
- Written and communication skills
- Ability to liaise and interview with confidence.

(d) Work Experience

- At least three (3) years of experience in the field of population and statistical field collections.