



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000310	REF. NO: NSO 83
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 4		
DIVISION: STATISTICAL FIELD SERVICES	LOCAL DESIGNATION: SECTION HEAD		
BRANCH: FIELD OPERATIONS	REPORTING TO: MANAGER-FIELD OPERATIONS	SYS. POS. NO: 0260000040	REF. NO: NSO 79
SECTION: RURAL OPERATIONS	LOCATION: PORT MORESBY		

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

Lead and supervise team on rural operations relating to listing and census unit register updates in preparation for the conduct of statistical operations. The position will also ensure compliance to International best practices on field operations in implementing work program.

3. DIMENSIONS

The position is responsible to the Manager, in ensuring rural field operations activities are implemented and progressive updates and relevant advice on rural field operations statistics matters are made available. The position will manage two (2) subordinates 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 rural field operations are well coordinated with high quality of field updates and collection methodologies and timely release of accurate household listing data and the census unit register.

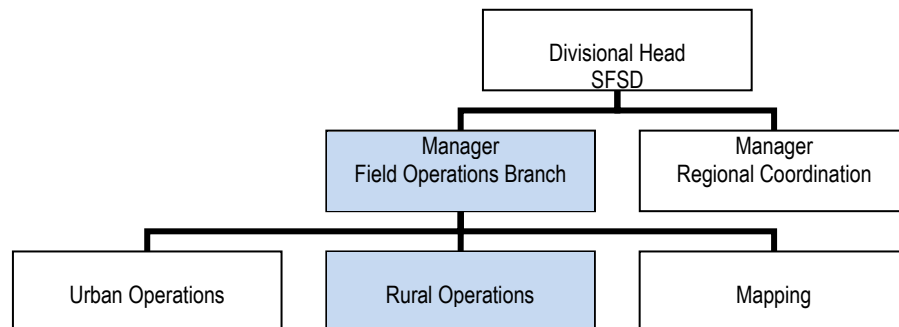
5. MAJOR DUTIES

- 5.1 Lead, train and supervise the implementation of rural household listing and Census Unit (CU) register update.
- 5.2 Supervise fieldwork for pretesting of instruments, procedures and evaluation for rural operations.
- 5.3 Supervise the timely compilation and processing of household listing data and CU register update.

- 5.4 Ensure compliance to International Best practices i.e. concepts, definition and methodology in conduct of household listing and producing CU register are well integrated.
- 5.5 Provide report on the practical aspects of the conduct of rural household listing and CU register updates.
- 5.6 Performs other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Field Operations Branch and reports directly to the Manager on rural operations matters. The position has a total of 2 subordinates comprising of a Statistician and Statistical Officer.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Manager.
- In-charge of Rural Operations Section, Field Operations Branch.
- Monitor and evaluate implementation of work program.

(b) External

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

6.2 WORK ENVIRONMENT

The position plays the technical role within the Field Operations Branch to ensure the implementation of the work programs and plans are implemented and ensuring international standards on field collection are adequately promoted in a holistic manner to maintain high quality of household listing data and census unit register.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

8. CHALLENGES

- The timely implementation of Rural 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, supervise statistical field operations.

(d) Work Experience

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