



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000044	REF. NO: NSO 85
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 3		
DIVISION: STATISTICAL FIELD SERVICES	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 3		
BRANCH: FIELD OPERATIONS	REPORTING TO: STATISTICIAN CLASS 4	SYS. POS. NO: 0260000310	REF. NO: NSO 83
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

Carry out duties relating to the updating of rural field operations instruments ie listing and Census Unit (CU) register update forms and documentation of instructions for the same. The position will also ensure instruments and instructions are clear, user friendly for use during training and field operations.

3. DIMENSIONS

The position is responsible to the Section Head for Rural Operations, in ensuring review and documentation of necessary instruments and instructions are done in preparation for 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 instruments and instructions to be used for household listing and CU register update are well coordinated with high quality of field updates and collection methodologies and timely release of accurate household listing data and the CU register.

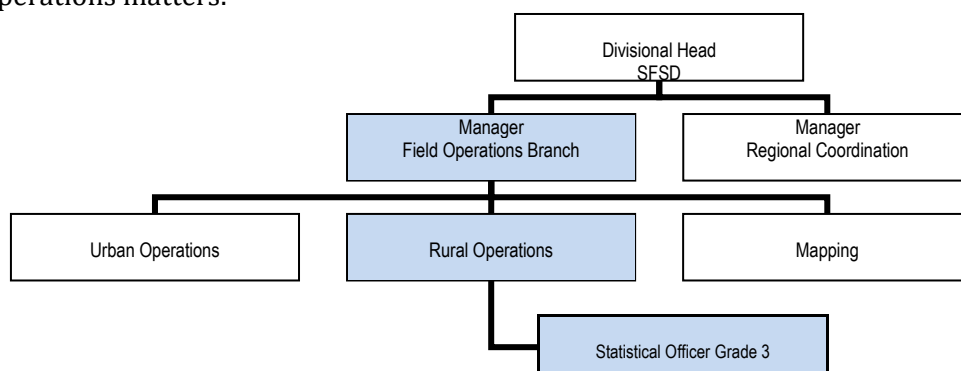
5. MAJOR DUTIES

- 5.1 Draft and review where necessary household listing and CU register update forms
- 5.2 Prepare training and operational plan for pretest, pilot test and actual household listing and CU register update exercises.
- 5.3 Assist in the conduct of training of casuals on rural household listing and CU register update.

- 5.4 Supervise fieldwork for pretesting of instruments, procedures and evaluation for rural operations and report accordingly.
- 5.5 Supervise the compilation of CU register for sample selection purposes.
- 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 Section Head on rural operations matters.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Section Head, Rural Operations.
- In-charge of review and design of field instruments and training program
- Monitor and evaluate implementation of work program at provincial level.

(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.

6.2 WORK ENVIRONMENT

The position plays the technical role within the Field Operations Branch to ensure the instruments and instructions for field operations are well documented consistent with international best practices and high standard of household listing and CU register are adequately promoted in a holistic manner.

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 statistics consistent with international best practices.

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 good understanding on Field work procedures

(c) Skills

- Numerical and Analytical Skills
- Written and communication skills
- Ability to document and review statistical field documents.

(d) Work Experience

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