



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000047	REF. NO: NSO 88
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 3		
DIVISION: STATISTICAL FIELD SERVICES	LOCAL DESIGNATION:		
BRANCH: FIELD OPERATIONS	REPORTING TO: STATISTICIAN CLASS 4	SYS. POS. NO: 0260000045	REF. NO: NSO 86
SECTION: MAPPING & GIS	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 maps both for urban and rural areas. The position will also ensure correct mapping points are collected and updated in the mapping database.

3. DIMENSIONS

The position is responsible to the Section Head for Mapping and GIS, in ensuring that all census units on the Census Unit register are plotted with the correction coordinates and points received from the field. The position will be supported by another subordinate as determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

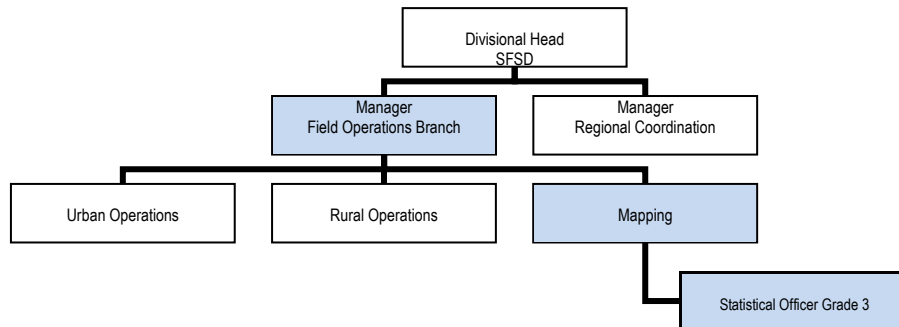
The position will ensure that all census units have correct GPS locations and are plotted and included in the mapping database. This also involves a well-coordinated field updates and timely release of accurate mapping data to complement the CU register.

5. MAJOR DUTIES

- 5.1 Assist in the field updates of maps in the provinces.
- 5.2 Assist in the conduct of training of casuals on mapping updates and the CU register update.
- 5.3 Assist supervise fieldwork for mapping updates in provinces if required.
- 5.4 Verify data entered into mapping database.
- 5.5 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 mapping operations matters.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Section Head, Mapping and GIS
- Data entry of field updates received into Mapping database

(b) External

- Liaise and consult with other state agencies on matters in regard to mapping operations
- Establish good working relationship with stakeholders including the provinces on matters relating to mapping operations.

6.2 WORK ENVIRONMENT

The position plays the technical role within the Field Operations Branch to ensure that field data on maps and GIS points are processed or keyed into mapping database. Also ensure that this process is well documented and consistent with international best practices and high standard that are adequately promoted in a holistic manner.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position is to provide guidelines on the processes and standards in mapping all locations in the country adhered to with an assessment on the practical aspects of field operation coverage in the country.

8. CHALLENGES

- The timely implementation of Mapping update 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.