



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000062	REF. NO: NSO 119
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GR.2 (SALARY GR. 09)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION:		
BRANCH: RESEARCH & DEVELOPMENT	REPORTING TO: STATISTICIAN CL.4	SYS. POS. NO: 0260000059	REF. NO: NSO 116
SECTION: CONTENT & DESIGN	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 on the design and content of the census and survey instruments (questionnaires) based on the research findings and meeting outcomes. The position will also ensure that relevant additions and omissions on the content of the census and survey instrument will be raised with the Section Head, Content and Design to oversee and intervene as and when required to ensure that international standards and practices are maintained.

3. DIMENSIONS

The position is responsible to the Section Head, Content and Design and will ensure that relevant changes agreed upon are reflected on the content of the census or survey questionnaire. This will be done by working closely with the Section Head and other agencies and stakeholders.

4. PRINCIPLE ACCOUNTABILITIES

The position will ensure that all relevant additions and omissions on the content of the census and survey instruments are well documented for discussion, testing and field work and at times using this data, provide advice to the Section head.

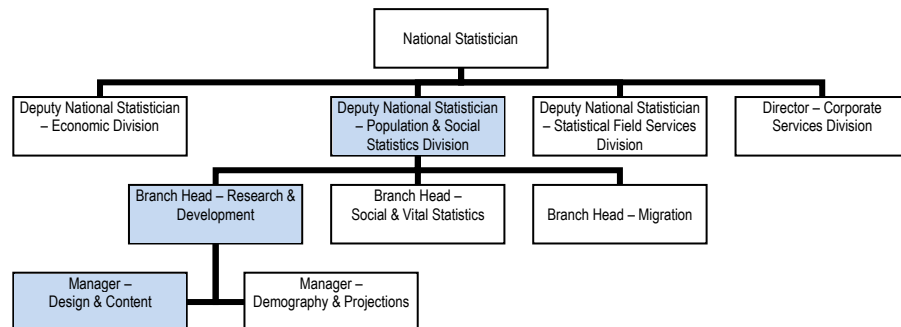
5. MAJOR DUTIES

- 5.1 Responsible for design of the census and survey instruments using approved NSO soft wares.
- 5.2 Ensure that all users' requirements are met in the design phase based on research findings and meeting outcomes

- 5.3 Liaise with other section staff to ensure all aspects of the census and survey design are implemented efficiently
- 5.4 Performs other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Research and Development Branch of PSSD and reports directly to the Section Head, Content and Design on design and content of census and survey instruments.



6.1 WORKING RELATIONSHIP

a) Internal

- Reports directly to the Section Head, Content and Design, PSSD.
- Responsible for Design of census and survey instruments (questionnaires).

(b) External

- Liaise and consult Section Head on stakeholders' requirements
- Establish good working relationship with major stakeholders on content of census and survey questionnaires etc.

6.2 WORK ENVIRONMENT

The position plays the technical role within the Content and Design Section of Research & Development Branch to ensure the content of census and survey instruments are of high standards and reflect users' requirements. The views of other stakeholders are also sought in the process in ensuring that government policies on statistics are implemented.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will ensure guidelines on the development of the census or survey questionnaires are adhered to in terms of international standards and meeting users' demands.

8. CHALLENGES

- The effective and efficient management and implementation of Research & Development work plans and programs in regard to conducting researching and development of population and 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

(a) Qualifications

Diploma in Information Technology or satisfactory completion of Grade 12 and or such other educational qualifications with statistical content acceptable with at least two years research or statistical experience in the field.

(b) Knowledge

- Good understanding of population and statistics.
- Statistical operations and procedures

(c) Skills

MS Office, Graphic design skills, analytical and numerical skills
Effective written and communication skills

(d) Work Experience

- At least three (3) years of experience in field of information technology