



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 02600000226	REF. NO: NSO 120
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CL. 4 (SALARY GR. 14)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION: SECTION HEAD-DEMOGRAPHY & PROJECTIONS		
BRANCH: RESEARCH & DEVELOPMENT	REPORTING TO: MANAGER-RESEARCH & DEVELOPMENT CL6	SYS. POS. NO: 0260000058	REF. NO: NSO 127
SECTION: DEMOGRAPHY & PROJECTIONS	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 to lead a team responsible for research on census and survey methodology including sample design requirements, review of standard classifications, editing and coding, develop tabulation plan, analysis, dissemination and evaluation strategy and projection techniques. The position will also ensure that relevant advice on appropriate methodology, classifications, editing, coding, tabulation plan, analysis, dissemination and evaluation and projection matters are raised with the Manager, Research & Development to advise and intervene when required to ensure that international standards and practices are maintained.

3. DIMENSIONS

The position is responsible to the Manager, Research & Development and will ensure that all census and survey methodology including sample design requirements, classifications, editing and coding framework, tabulation plan and analysis, dissemination and evaluation and projections undertaken are well documented. This will be done by working with other divisions and branches of the NSO and other agencies and stakeholders.

4. PRINCIPLE ACCOUNTABILITIES

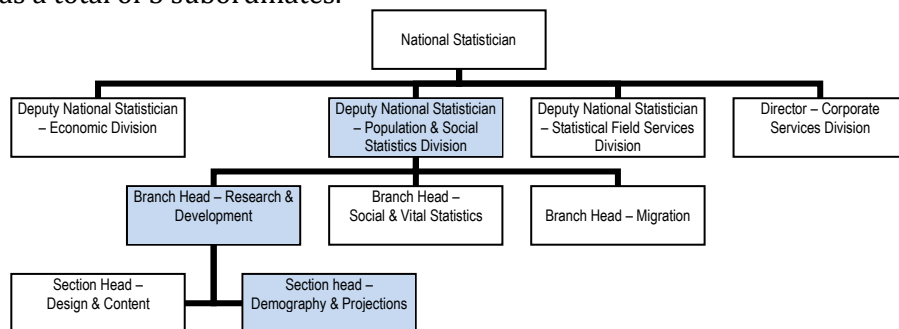
The position will ensure that appropriate census and survey methodology including sample design requirements, classifications, editing, coding, tabulation and analysis, dissemination and evaluation and projections are documented for application before, during and after census and survey fieldwork and at times, provide regular updates to the Manager, Research & Development who is also responsible to brief the Deputy National Statistician, PSSD.

5. MAJOR DUTIES

- 5.1 Responsible to research and document appropriate census and survey methodology including survey design requirements to use in conduct of census and survey.
- 5.2 Provide advice on development of editing and coding instructions consistent with the standard classifications.
- 5.3 Provide advice on tabulation and analysis, dissemination and evaluation and projection requirements
- 5.4 Monitor and coordinate the implementation of individual officer's work plan and activities to ensure there is progress in the process.
- 5.5 Liaise with other sections in order to ensure that all aspects of population census and survey design are capable of being implemented practically and efficiently.
- 5.6 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 Manager, Research & Development Branch on survey and census methodology, editing and coding framework, and demographic techniques to apply on census and survey data. The position has a total of 3 subordinates.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Manager, Research & Development Branch, PSSD.
- In-charge of Demography and Projections Section
- Formulate work plans, monitor and evaluate implementation.

(b) External

- Liaise and consult with other state agencies on matters in regard to Research & Development
- Establish good working relationship with major stakeholders their data requirements.

6.2 WORK ENVIRONMENT

The position plays the technical role within the Research & Development Branch to ensure the statistical procedures on the conduct of censuses and surveys are implemented with specific focus on the appropriate methodology to use, editing and coding instructions, and analysis of census and survey data. The views of other stakeholders are also sought in the process in ensuring that government policies on statistics are implemented and ensuring international standards on statistics are adequately promoted in a holistic manner in achieving Divisional aims and objectives.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will ensure guidelines in the development and review of required tasks census and survey methodology, classifications, editing and coding, tabulation and analysis, dissemination and evaluation and projections are adhered to.

8. CHALLENGES

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

Post Graduate Degree in demography 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 knowledge on Theories in Demography
- Statistical operations and procedures
- Statistical Services Act. 1981 (*Revised*)
- Other government policies relating to statistics.

(c) Skills

Research and development, analytical and numerical skills
Effective written and communication skills

(d) Work Experience

- At least five (5) years of experience in field of population and statistics.
- Experience and knowledge in statistical process and operations.