



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000231	REF. NO: NSO 124
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CL. 6 (SALARY GR. 16)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION: MANAGER		
BRANCH: SOCIAL SECTOR STATISTICS	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 0260000055	REF. NO: NSO 112
SECTION: MAJOR SECTORS: EDUCATION, HEALTH & AGRICULTURE	LOCATION: PORT MORESBY		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD:6/1/24	14/12/2015	RENUMB
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

The position's role will be to lead and manage the functions and resources of the Social Sector Statistics branch and will ensure that all data compiled from secondary sources (administrative data) from line agencies such as health education and agriculture etc. are compiled and analyzed including liaising with relevant agencies on data sharing. Ensure annual work programs and individual officer activity plan are also developed and implemented at professionally acceptable levels at all times and of international acceptable practices. The position will also ensure that relevant advice on compilation and analysis of secondary data are provided to the Deputy National Statistician, PSSD.

3. DIMENSIONS

The position is responsible to the Deputy National Statistician, PSSD and will ensure that secondary data sources from other line agencies, are accessed, compiled and analyzed and made available to cater for users' needs and statistical estimation procedures. This will be done by working with other Divisions and Branches of the NSO and other agencies and stakeholders.

4. PRINCIPLE ACCOUNTABILITIES

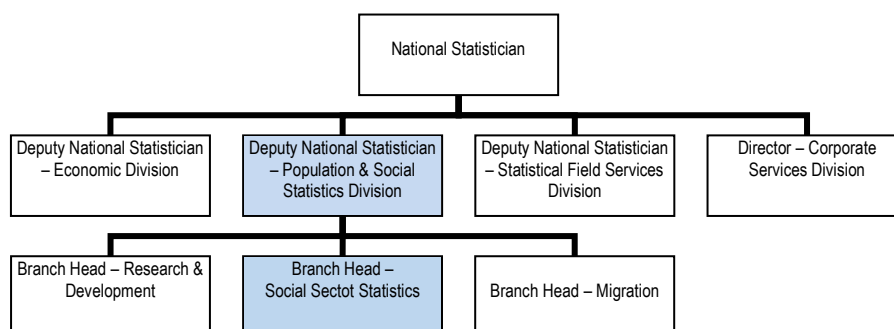
The position will ensure that access to secondary data from line agencies etc. are formalized for data sharing between NSO and relevant agencies etc. for statistical data compilation, analysis of data and use in statistical estimation and procedures and at times using this data, provide advice to the Deputy National Statistician, PSSD and the stake holders and for public users.

5. MAJOR DUTIES

- 5.1 Responsible to provide advice and direction on the compilation, analysis, dissemination and use of secondary data for statistical processes.
- 5.2 Liaise with relevant line agencies or departments to ensure that basic capacity building on basic data analysis is provided.
- 5.3 Initiate research to ensure that the highest possible quality is maintained in all aspects of compilation and analysis of secondary data.
- 5.4 Monitor and coordinate the implementation of the work plans and activities of the branch to ensure that the results produced are timely and of high standard.
- 5.5 Prepare fortnightly or monthly reports for the branch for the NSO Management.
- 5.6 Perform other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Population & Social Statistics Division and reports directly to the Deputy National Statistician. The position has a total of 2 subordinates comprising of Section Head – Education, Health, Agriculture and Section Head – Other Social Sectors



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Deputy National Statistician, PSSD.
- In-charge of Major sector; Education, Health & Agriculture and Other Social Sectors.
- Formulate work plans and monitor and evaluate implementation.

(b) External

- Liaise and consult with other state agencies on matters in regard to Social Sector Statistics
- Establish good working relationship with other organization on matters related to access, data sharing and capacity in basic data analysis.
- Meet and work also with international agencies on matters relating to use of secondary data in statistical estimation procedures.

6.2 WORK ENVIRONMENT

The position plays the management and technical role within the Social Sector Statistics Branch to ensure the implementation of the work programs and plans are implemented, 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 is to ensure guidelines on the processes and standards in compilation and analysis and dissemination of secondary data are adhered to.

8. CHALLENGES

- The effective and efficient management and implementation of Social sector Statistics work plans and programs in regard to access, compilation and analysis of secondary data.
- 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

Minimum qualification of Degree or Post Graduate Degree in Demography or Population Studies and or such other educational with statistical content acceptable with administrative ability of a high order.

(b) Knowledge

- Statistical Services Act. 1981 (*Revised*)
- Statistical operations and procedures
- Public Service Management Act and General Orders
- Public Finance Management Act
- Organic Law on Provincial and Local Level Governments
- Other government policies relating to statistics.

(c) Skills

Planning and policy formulation skills and managerial ability of a high order.

Research and analytical skills

Effective written and communication skills

(d) Work Experience

- At least five (5) years of experience in managerial position and administrative ability.
- Experience and knowledge in statistical processes and procedures.