NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		**SYS. POSN. NO:** 0260000065	**REF. NO:** NSO 128
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** STATISTICAL OFFICER GR.2 (SALARY GR. 09)		
DIVISION: POPULATION & SOCIAL STATISTICS	**LOCAL DESIGNATION:**		
BRANCH: SOCIAL SECTOR STATISTICS	**REPORTING TO:** STATISTICIAN CL.4	**SYS. POS. NO:** 0260000059	**REF. NO:** NSO 125
SECTION: EDUCATION, HEALTH & AGRICULTURE	**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 develop a dissemination and utilization plan consistent to user's requirement for education, health and agriculture sectors using secondary data sources from these sectors. Ensure procedures on dissemination and utilization plan are according to set standards and best practices. The position will also ensure that relevant advice on dissemination and utilization plan for sector statistics are provided to the Section Head, Education, Health and Agriculture.

3. DIMENSIONS

The position is responsible to the Section Head, Education, Health and Agriculture, and will ensure that dissemination and utilization plan using secondary data to disseminate sector statistics on education, health and agriculture are done. This will be done by working with other divisions and branches of the NSO and relevant agencies and stakeholders.

4. PRINCIPLE ACCOUNTABILITIES

The position will ensure that requirements for dissemination and utilization plan of secondary data and sector statistics are well designed and in compliance to international standards and at times, provide regular updates to the Section Head, Education, Health and Agriculture.

5. MAJOR DUTIES

5.1 Liaise with relevant agencies on dissemination and utilization plan to generate sector statistics on education, health, agriculture.

5.2 Ensure that all users' requirements are met through conduct of consultative meetings and workshop.
5.3 Develop dissemination and utilization plan for roll out with the relevant agencies responsible for compiling education, health and agriculture data and statistics.
5.4 Plan and facilitate for the conduct of dissemination and utilization workshop or training for relevant stakeholders on specific sector statistics requirements.
5.5 Perform other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Social Sector Statistics Branch and reports directly to the Section Head, Social Sector Statistics on dissemination and utilization plan for agencies responsible for Education, Health and Agriculture statistics.

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Section Head, Education, Health and Agriculture
- In-charge of dissemination and utilization plan for sector statics
- Formulate work plans and monitor and evaluate implementation.

(b) External

- Liaise and consult with relevant state agencies on matters in regard to Secondary data and Sector Statistics
- Establish good working relationship with major stakeholders on Secondary Data and Sector Statistics

6.2 WORK ENVIRONMENT

The position plays the technical role within the Education, Health and Agriculture section to ensure the statistical procedures on the dissemination and utilization for sector statistics are implemented according to set standards. The views of relevant 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 ensures that guidelines on statistical processes and procedures in developing dissemination and utilization plan using secondary data and sector statistics are adhered to.

8. CHALLENGES

- The effective and efficient management and implementation of Social Sector Statistics work plans and programs in regard to dissemination and utilization plan using secondary data and sector statistics.
- 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 or Degree in Demography or Population Studies or Social Sciences or such other educational qualifications acceptable to the commission.

(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 three (3) years of experience in field of population, statistics or social sciences.
- Experience and knowledge in statistical processes and operations.