



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 02600000063	REF. NO: NSO 122
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GR.3 (SALARY GR. 10)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION: DEMOGRAPHER		
BRANCH: RESEARCH & DEVELOPMENT	REPORTING TO: STATISTICIAN CL4	SYS. POS. NO: 0260000226	REF. NO: NSO 120
SECTION: DEMOGRAPHY & PROJECTION	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 tabulation plan consistent to the content of the census or survey questionnaire including the calculations of indicators, final report format layout with descriptive analysis and projections. The position will also ensure that relevant advice on edits to census and survey data, tabulations and analysis and projections are raised with the Section Head, Demography and Projections 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, Demography and Projection and will ensure consistency that tabulation plan and analysis plan and projections are well documented. This will be done by working closely with the Section Head and other agencies and stakeholders.

4. PRINCIPLE ACCOUNTABILITIES

The position will ensure that tables for analytical reports are generated, indicators correctly calculated and report in the form of statistical publication or monographs are compiled accordingly including population projections and at times using this data, provide advice to Section head.

5. MAJOR DUTIES

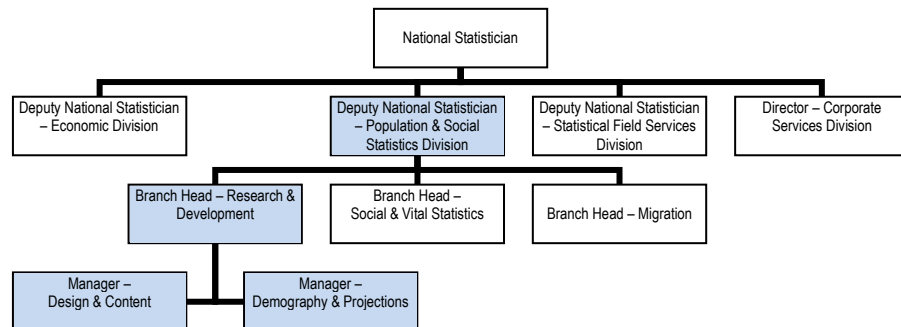
5.1 Responsible for the development of tabulation plan

5.2 Ensure calculations of indicators are correct and according to international best practices.

- 5.3 Compilation of population projections using census base data.
- 5.4 Develop Report format and short analytical statements for indicators presented.
- 5.5 Liaise with other section staff to ensure all aspects of the tabulation, analysis and report writing are implemented 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 Section Head, Demography and Projections on the tabulation, analysis and report writing.



6.1 WORKING RELATIONSHIP

a) Internal

- Reports directly to the Section Head, Demography and Projection, PSSD.
- Responsible for research and documentation of edit specifications, tabulation and analysis on census and survey data.

(b) External

- Liaise and consult Section Head on stakeholders' requirements
- Establish good working relationship with major stakeholders on tabulation and analysis requirements.

6.2 WORK ENVIRONMENT

The position plays the technical role within the Demography and Projection section of Research & Development Branch to ensure that the tables, indicators and analytical reports, population projection reports are of international standards and addresses users requirements. 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 ensures guidelines in the development of tabulation plan, calculation of indicators, analytical reports and population projections are adhered to and according to international best practices.

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

Appropriate Degree or Diploma in demography or statistics 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

MS Office, 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 and statistics.
- Experience in statistical processes and operations