



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000233	REF. NO: NSO 126
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CL. 2 (SALARY GR. 12)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION: DEMOGRAPHER		
BRANCH: SOCIAL SECTOR STATISTICS	REPORTING TO: STATISTICIAN CL 4	SYS. POS. NO: 0260000232	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	CREATE
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

The position's role will be to compile and write tabulation plan consistent to user's requirement for sector statistics on education, health and agriculture. Ensure procedures on compilation and tabulation plan specifications are according to set standards and best practices. The position will also ensure that relevant advice on compilation and tabulation of secondary data and 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 compilation, and tabulation plan using secondary data to generate 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 compilation and tabulation 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 tabulation plan to generate sector statistics on education, health, agriculture etc.
- 5.2 Ensure that all users' requirements are met through conduct of consultative meetings and workshop.
- 5.3 Develop tabulation plan using secondary data on education, health and agriculture.

- 5.4 Plan and facilitate for the conduct of tabulation 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 compilation and tabulation plan for sector statistics on Education, Health and Agriculture.

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Section Head, Health and Agriculture
- In-charge of compilation and tabulation plan for sector statistics.
- 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 compilation and tabulation plan 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 compilation and tabulation plan of 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 compilation and tabulation 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

Degree in Demography or Population Studies or such other educational qualifications with statistical content 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 five (5) years of experience in field of population and statistics.
- Experience and knowledge in statistical processes and operations.