



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000324	REF. NO: NSO 139
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GR. 1 (SALARY GR. 08)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION: DATA ENTRY OPERATOR		
BRANCH: MIGRATION	REPORTING TO: MANAGER	SYS. POS. NO: 0260000318	REF. NO: NSO 133
SECTION: INTERNATIONAL DEPARTURES	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 do data entry of international arrivals cards based on daily entry rate requirement set by the Manager, Migration branch. Furthermore, the checking of codes used during data entry are correct including checking on any discrepancies. . The position will also ensure that any queries that requires further attention are raised with the Manager, Migration oversee and intervene as and when required to ensure that the Migration branch maintains and performs at a professionally acceptable level at all times, instilling a corporate culture that will enable it to operate in accordance with its mandated mission.

3. DIMENSIONS

The data entry operator is responsible to the Manager, Migration and will ensure that all data entry for international arrivals are completed within the given timeframe. This will be done by working closely with the Section head to ensure that daily workloads are completed and new workloads allocated accordingly.

4. PRINCIPLE ACCOUNTABILITIES

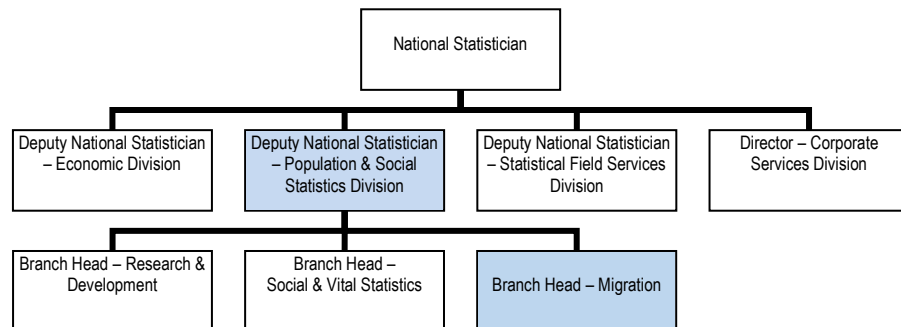
The position will ensure that data entry for the required quarters are completed, checked and cleared for tabulation and analysis and at times, provide regular updates to the Manager, Migration who then reports to the Deputy National Statistician, PSSD.

5. MAJOR DUTIES

- 5.1. Responsible for the data entry of international arrival cards
- 5.2. Carry out initial checks and edits on the entries and codes used
- 5.3. Responsible to resolve any basic computer edits query
- 5.4. Performs other functions and duties as may be assigned from time to time

6. NATURE AND SCOPE

The position is within the Migration branch and reports directly to the Section head on data entry of international arrival cards.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Section head, Migration, PSSD.
- Data entry of international arrival cards

(b) External

- As and when required.

6.2 WORK ENVIRONMENT

The position plays an important role within the Migration 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 the processes and standards in data entry of international arrivals cards are adhered to.

8. CHALLENGES

- The effective and efficient management and implementation of Migration branch work plans and programs in regard to producing international migration 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

Successful completion of Grade 10 or 12 or such other educational qualification with statistical content is acceptable.

(b) Knowledge

- Ms Office Applications
- CSPro Data Entry Applications

(c) Skills

- ✓ Typing Skills
- ✓ Written and Communication skills

(d) Work Experience

- At least two (2) years of experience in data entry of census and survey data.