



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000060	REF. NO: NSO 117
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CL. 2 (SALARY GR. 12)		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION: DEMOGRAPHER		
BRANCH: RESEARCH & DEVELOPMENT	REPORTING TO: STATISTICIAN CL 4	SYS. POS. NO: 0260000059	REF. NO: NSO 116
SECTION: CONTENT & DESIGN	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 is to write up instruction manual on topics of interest as proposed by stakeholders (users) consistent o international standards and best practices. The position will also be responsible for the documentation of findings of the Pretest and Pilot test outcomes and report to the Section Head accordingly.

3. DIMENSIONS

The officer is responsible to the Section Head, Content and Design and will ensure the development of appropriate manuals and documentation of the findings of the Pretest and Pilot Census research are completed and furnished accordingly. This will be done by working closely with the Section Head and other responsible officers.

4. PRINCIPLE ACCOUNTABILITIES

The position will ensure that relevant topics of interest or questions in the census or survey questionnaire are captured in the appropriate manuals as a reference document for all field officers to use. Ensure proper reports furnished on testing of census or survey questionnaires with regular updates to the Section Head.

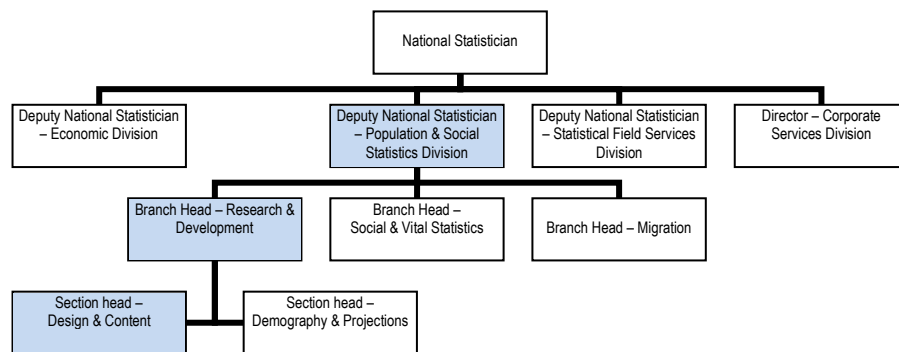
5. MAJOR DUTIES

- 5.1 Research on demographic, health social and economic topics of interest for census and survey.
- 5.2 Develop or write up instruction manuals based on user's consultation and meeting outcomes.
- 5.3 Documentation of research findings, pretest or pilot test findings on content of census and survey instruments.

- 5.4 Liaise with data processing team on the processing of results of Pretest and Pilot Census for reporting requirements
- 5.5 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, Content and Design on development of manuals and findings on conduct of tests on of census and survey instruments.



6.1 WORKING RELATIONSHIP

a) Internal

- Reports directly to the Section Head, Content and Design, PSSD.
- Responsible for research and documentation of content of census and survey instruments.

(b) External

- Liaise and consult Section Head on stakeholders' requirements
- Establish good working relationship with major stakeholders on content of census and survey questionnaires etc.

6.2 WORK ENVIRONMENT

The position plays the technical role within the Content and Design Section of Research & Development Branch to ensure the content census and survey instruments including the manuals are of high standards and reflect 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 will ensure guidelines to the development of appropriate instruction manuals are adhered to and the findings of the report on pretest and pilot census are addressed accordingly.

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 in demography or Statistics and 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

MS Office, 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 in statistical processes and operations.