



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT. NATIONAL PLANNING & MONITORING	SYS. POSN. NO:	REF. NO: NSO 185
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: INFORMATION OFFICER (Web) GRADE 12	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: INFORMATION OFFICER	
BRANCH: PUBLICATION & LIBRARY	REPORTING TO: MANAGER – PUBLICATION & LIBRARY	SYS. POS. NO: REF. NO: NSO 201
SECTION: (Name of Section where position is located)	LOCATION: WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

To prepare formats, layout and editing of publications in the organizational website

3. DIMENSIONS

The job requires a team approach to statistical information to be disseminated for administration and record purposes in line with the NSO standard publication. It involves the preparation of information and seeking the provision of recommendations on assigned tasks. The position is one of collaboration and teamwork based on mutual trust and respect for one another. Each team player is totally accountable for assigned tasks and activities and is expected to meet agreed deadlines and performance targets in a diligent manner

The position is responsible to administer the NSO website and liaise with the management on the type and quantity of information to be placed on the web page after approval is given.

The position is responsible to the Manager - Publication & Library and may report to the National Statistician and also work closely with ICT staff, divisional heads and other line managers.

4. PRINCIPLE ACCOUNTABILITIES

To maintain and update the NSO website of efficient and timeliness of publications and ensuring that the NSO website provides quality, relevant and accurate statistics for the website users.

5. MAJOR DUTIES

- 5.1 Conduct research into respective statistical information and meet the requirement of the statistical users.
- 5.2 Liaise with other statistical unit of other Government Departments to establish a system where statistical information compiled by them can easily be access by the NSO.
- 5.3 Keep a proper record of requests and questionnaires for future reference.
- 5.4 Specify to information management staff the tabulations required for publication and special requests.
- 5.5 Develop a website for NSO and liaise with all Divisional Heads of NSO on the type of statistical information to be on the website.
- 5.6 Liaise with other institutions of having access to their website.
- 5.7 Carry out other duties as directed, consistent with those above.

6. NATURE AND SCOPE

The position is essentially to update the NSO website statistical information certify all funds transactions for the organization to making sure that the funds are expedited to the correct amounts and to the suppliers.

The job requires team approach and works together with the organizational head and the management on the type of data and the amount of information to be uploaded on the website and administer the site on a day-to-day activity consistent with the NICTA Policy and any other relevant Government Policies on ICT. The position is collaboration and teamwork based on mutual trust and respect for one another. Each team player is totally accountable for assigned tasks and activities and is expected to meet agreed deadlines and performance targets in a diligent manner

The scope of the job is limited to the National Statistical Office and the divisions and branched located in the provinces.

6.1 WORKING RELATIONSHIP

(a) Internal

Reports to the Manager – Publication & Library and work with other statistical users

(b) External

- Work with users in the country and overseas.

6.2 WORK ENVIRONMENT

The position plays the technical role within the NSO Publication & Library Branch to ensure the importance of statistics are adequately promoted for public use in a holistic manner in achieving NSO aims and objectives

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

1. Enshrine in the Public Service (Management) Act
2. General Orders
3. Public Services Code of Ethics
4. Statistical Services Act

▪ Decision

1. Agency Head
2. Deputy NS -CSD
3. Manager, F&B

▪ **Recommendations**

1. Enhance productivity and timely and accurate statistics

8. CHALLENGES

(That part of the job which, in the job holder's view, presents the greatest challenge to a fully competent job holder. This statement should also indicate why it is a challenge)

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications: Degree in IT, web design and other related subjects and qualification with statistical content.

(b) Knowledge

- Knowledge OF Statistical Services Act 1981.
- Sufficient exposure with practical experience on statistical operations & procedures.

(c) Skills

- Web design
- publishing
- computer skills,
- marketing skills
- honest and reliable.

(d) Work Experience:

- Minimum of 5 years' experience on web design and computing.