NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		**SYS. POSN. NO:** 0260000061	**REF. NO:** NSO 118
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 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 will be on development of recruitment and training strategy for the conduct of census and survey based on the content of the census or survey instruments. The position will also ensure that relevant advice on recruitment and training matters are raised with the Section Head, Content and Design to oversee and intervene as and when required to ensure that international standards and practices are maintained.

3. DIMENSIONS

The position is responsible for the development of recruitment and training strategy is responsible to the Section Head, Content and Design and will ensure that recruitment criteria are adhered to and training program developed. This will be done by working closely with the Section Head and other agencies and stakeholders.

4. PRINCIPLE ACCOUNTABILITIES

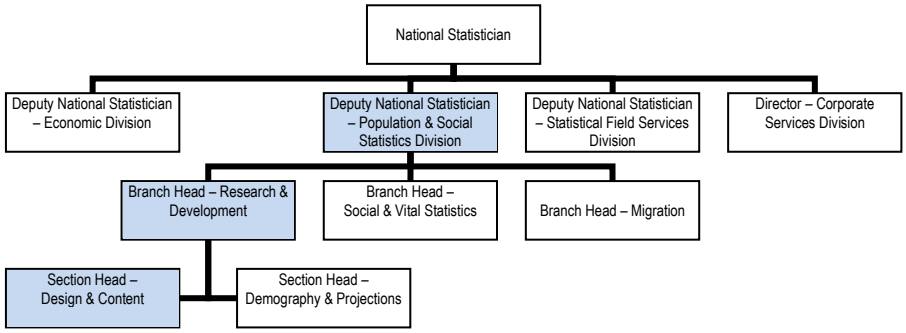
The position will ensure that manpower and training requirements in all phase of census or survey are captured in the recruitment and training plan for implementation. Ensure proper report on implementation of training plan is furnished to the Section Head accordingly.

5. MAJOR DUTIES

5.1 Responsible for development of recruitment strategy for all census and survey personnel to be engaged
5.2 Develop training plan and strategy based on the content of census and survey instrument
5.3 Develop training program based on the content of census and survey instrument.
5.4 Write training manuals based on content of census and survey instruments
5.5 Facilitate for the Training of Trainers (plan and strategy) at national, regional and provincial level
5.6 Liaise with other departments (national & provincial) for recruitment requirements of conduct of census or survey
5.7 Liaise with other section staff to ensure all aspects of the census and survey design are implemented efficiently
5.8 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 recruitment and training strategy for census and survey.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Section Head, Content and Design, PSSD.
- Responsible for development of recruitment and training strategy for conduct of censuses and surveys.

(b) External

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

6.2 WORK ENVIRONMENT

The position plays the technical role within the Content and Design Section of Research & Development Branch to ensure the recruitment plan and training strategy are implemented and are of high standards. 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 recruitment and training strategies are incorporated in the plan and well-documented for implementiaotn in the different phases of the census or survey.

8. CHALLENGES

- The effective and efficient management and implementation of Research & Development work plans and programs in regard to conducting researching and development of 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 and or 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.