



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Statistical Officer
Reporting To	Manager, International Transaction and Monitoring Unit, Economics Department
Location	Port Moresby
Salary Range	TBA
Employment Type	National – Non- Contract

Role Description:

The Statistical Officer is responsible for applying statistical methodologies and develop and maintain data base for the Unit and department. The incumbent will collect data, store and prepare report for Analyst and senior Analyst and assist in statistical analyses. The officer will compile, file and consolidating data, and participate in the publication of data and provide report to the management. The incumbent will organise survey forms or reports and conduct quality assurance testing including data audits and checking survey responses for errors and assist in performing complex statistical analysis to derive meaningful insights for the department.

Responsibilities

Key Activities

- Attend to internal and external parties seeking information or advise on exchange control matters
- Schedule and help manage the commitments and priorities of Analysts and Senior Analysts
- Assist develop and implement annual work plans for the Unit
- Collect, store and prepare source data reports in appropriate format for detailed and comprehensive analysis by an Analyst or Senior Analyst of the Unit to effectively and efficiently deliver and contribute to the above functional responsibilities and be accountable to the *Unit Manager*, for the responsibilities detailed at item 7 below;
- Manage database appropriate to the functional responsibilities of the Unit, and
- Train other statistical officers performing the same or similar roles in the Unit.
- Analyses and interprets statistical data in order to identify significant differences in relationship among sources of information.
- Ensure compliance with all legal, statutory and organizational policy requirements
- Participate in appropriate induction training
- Participate in the performance management system processes which are carried out for all department staff
- Evaluates statistical reports and information to determine adherence to the Ministry's priorities, policies and programmes

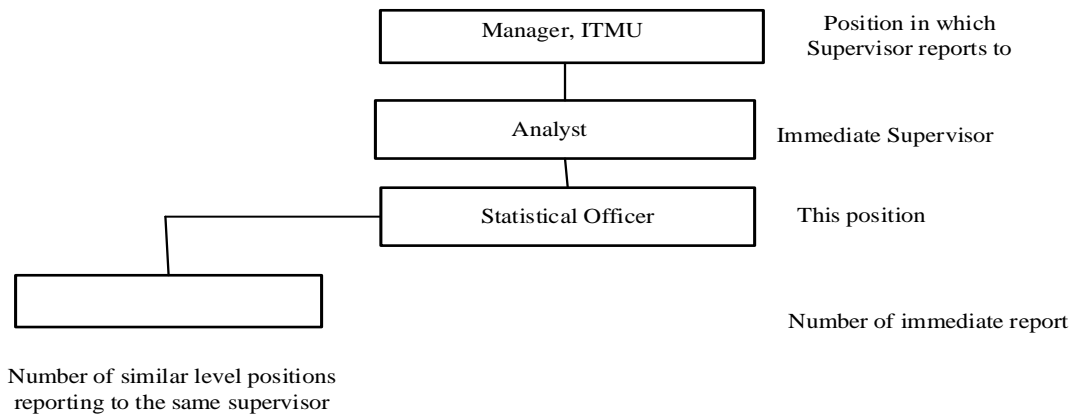
Requirements

Qualifications/Experiences/Skills/Competencies

- A grade 12 certificates or Diploma in Accounting, Basic Statistics Certificates or relevant from recognized institutions
- More than Two (2) of experience as a statistical officer, or a similar roles

- Proven and well developed technical professional
- Attention to details
- Accuracy data processing skills,
- Organizational skills
- Proficient in Micro word Suits (MS Excel, PowerPoint, Word etc.)

Reporting Relationship



Working Relationship

The Statistical Officer will maintain the following internal and External Relationship

- **Internal Relationship**
 - a. Accountable to the Analyst and Senior Analyst
 - b. Accountable to the Unit Manager
 - c. Liaise and work closely with the other Analyst and Senior Analysts within the Unit, and those of other Units within the Economics Department and Research Department
- **External Relationship**
 - a. 3rd party service providers
 - b. National Statistical Office (NSO)
 - c. Liaise with external institutions for collection and processing of data and information appropriate to the functions

Authority Levels:

Financial Authority

- Have no financial Authority
- Assist prepare the annual budget for the Unit
- Consult and discuss administrative matters with Analyst or Senior Analyst for processing to Unit Manager

Staffing Authority

- Have no to recruit
- Have no authority to appraise performance of other unit staff

Policy/Procedure:

- No authority to vary policy
- Assist in reviewing and recommending changes to the Bank's internal policies and procedures
- Ensure that the Bank's internal policies and procedures are applied and followed by staff of the unit

<u>Function</u>	<u>Objective 1</u>
Monetary and Economic Policy	Sound Monetary Policy and effective transmission to ensure Price Stability
<u>Goal 1</u>	<u>KRA 1.1 – 1.5</u>
Establish and Maintain Price Stability	Monetary Policy settings stabilize prices while ensuring a convertible currency

Bank Values:

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny
- Accountability - Through accountability we take responsibilities for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism- through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.