



**JOB DESCRIPTION**

<b>JOB TITLE: STATISTICS/DATA ENTRY OFFICER</b>		
<b>DIVISION:</b> Research & Development	<b>BRANCH:</b> Statistics	<b>SECTION:</b> Statistics/Data Entry
<b>REFERENCE NUMBER:</b> TPA.03	<b>DESIGNATION/CLASSIFICATION:</b> Statistics/Data Entry Officer, STC	<b>POSITION No.:</b> RD.037
<b>REPORTING TO:</b> Senior Data Analyst/Senior Research & Statistics Officer	<b>DIRECT REPORTS:</b> Nil	<b>LOCATION:</b> Port Moresby
<b>COMPILED BY:</b> ..... <b>Human Resource Officer</b>	<b>AGREED BY EMPLOYEE:</b> ..... <b>Statistics/Data Entry Officer</b>	<b>APPROVED BY:</b> Eric Mossman Uvovo <b>Chief Executive Officer</b>
<b>Date:</b> .....	<b>Date:</b> .....	<b>Date:</b> .....

**POSITION SUMMARY:**

- The Statistics/Data Entry Officer is responsible for the collection of Visitor Arrivals cards and entry of all Arrivals data in the Visitor Arrivals System (VAS);
- The objective of the Statistics/Data Entry Officer is to make sure all Visitor Arrivals Data are entered every day. The Visitor Arrivals cards are collected as per the schedule and entered every day in the VAS for generating timely statistical reports.

**KEY FUNCTIONS AND RESPONSIBILITIES**

**General Duties**

- Ensure the smooth and efficient handling of visitor arrivals information cards from the airport to PNGTPA head office or Collect Visitor Arrivals cards from the Airport;
- Maintain a dialog with Airport Immigration Officers, Customs, NAQIA, and the National Statistic Office for ease of card collection.
- Ensure that all monthly Visitor Arrivals Data are entered in the VAS on a daily basis
- Print Statistical Reports from the VAS when requested;
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders, or optical scanners
- Type in data provided directly by customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost
- Assessing quality of data and removing or cleaning data
- Generating information and insights from data sets and identifying trends and patterns
- Perform miscellaneous job-related duties as assigned

### **Quality Customer Service**

- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

### **Team Work and Co-operation**

- Provide support in creating a high-performing team culture in the Research & Development Division to meet and exceed customer expectations;

### **Occupational Health and Safety**

- Perform duties safely and responsibly by PNGTPA OHSE policies.

### **Quality of Work**

- Ensure to display quality of work that reflects high professional standards and a high degree of accuracy.

### **Continuous Improvement**

- Support to encourage and create a culture of high performance and continuous improvement in the Research & Development Division to meet and exceed customer expectations.

### **ESSENTIAL REQUIREMENTS** – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's degree or equivalent
- Proven experience as a data entry clerk
- Fast typing skills; Knowledge of touch-typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- Great attention to detail