**NATIONAL POPULATION COMMISSION**

**CENSUS DEPARTMENT, HEADQUARTERS ABUJA**

**INTRODUCTION**

Census Department is one of the premier units in the Commission and is sometimes referred to as the heart of the Commission. The mission goal of the department is to be an outstanding collector and provider of timely, relevant and quality socio-demographic data about Nigeria. The Department’s objective is built around the decennial National Population and Housing Censuses and other socio-demographic surveys. In particular the mandate of the department includes:

* Plan and execute censuses.
* Design and execute the inter-censal surveys and other socio-demographic surveys that may be referred to the department.
* Responsible for the supervision, monitoring and reporting on fieldwork connected with census enumeration, socio-demographic survey, inter-censal surveys etc.
* Prepare census and survey instruments, tabulation plan.
* Establish a population database for the dissemination of demographic information about Nigeria, and
* Undertake other duties that may be referred to by the Commission.

**STRUCTURE**

The Department is presently structured into 4 broad but interrelated divisions namely:

1. **Analysis**
   1. Data evaluation.
   2. Set up unit for the server monitor to receive data from the state servers for processing and analysis.
   3. Process and validate data.
   4. Analyse Census and Survey data.
   5. Conduct further analysis of Censuses.
   6. Development of a table retrieval system.
   7. Produce edit specification and tabulation of analysed data.
   8. Report writing.
   9. Interpret and communicate data to the public.
2. **Survey Methodology**
   1. Development of a national master frame for sampling surveys.
   2. Sample selection.
   3. Development of survey procedure and instruments.
   4. Development of weights and indices for survey.
   5. Development of quality assurance procedure for survey.
   6. Monitoring and evaluation of survey procedure.
   7. Conduct impact and trend analysis and assessment.
3. **Field Operation**
   1. Recruit and train field functionaries.
   2. Monitoring and conducting of all Census activities
   3. Develop concepts for Census exercise.
   4. Design instruments for a Census activity.
   5. Monitor and conduct Post Enumeration Survey’s (PES) as a quality control of the actual Census exercise.
4. **Dissemination**
   1. Carry out research on Census exercise best practices and stay abreast on current technology.
   2. Organize seminars and workshops.
   3. Handle publication of Census Statistical Tables and Analytical Reports.
   4. Presentation of results to the Government, stakeholders and public.
   5. Handle and disseminate Census products to the local and international community.

**PERSONNEL**

The overall staff strength of the department nationwide is currently about 512 personnel. At the headquarters, the department has 68 staff, 10 of whom are directorate staff while 58 are non-directorate staff. A copy of the list of names of staff members by the division under which they serve is attached as appendix 1.