



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



**DEPARTMENT OF FINANCE**  
**APPROVED JOB DESCRIPTION**

Date: 24 / 04 / 2025

### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS.POSN. NO:</b> FIN0000201	<b>REF.NO:</b> DFCS.003
<b>OFFICE/AGENCY:</b> LEVEL 5, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION</b> LOGISTIC OFFICER	<b>GRADE:</b> 10
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION</b> N/A	
<b>BRANCH:</b>	<b>REPORTING TO:</b> First Assistant Secretary – Corporate Services Division	<b>POS.NO:</b> DFCS.001
<b>SECTION:</b> OFFICE- ADMINISTRATION	<b>LOCATION:</b> TWIN TOWER 1, MELANESIAN WAY	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	10 <sup>th</sup> March 2025	Revise, rename, redesign, reclassify

### 2. PURPOSE

- In conjunction with the First Assistant Secretary;
- Provide effective and efficient maintenance of office vehicles.
- Provide daily administration and logistic support for office runs
- Responsible for keeping maintenance of office vehicle in good running conditions
- Performed other roles as directed by First Assistant Secretary.

### 3. DIMENSIONS

The Logistic Officer reports to First Assistant Secretary – Corporate Services Division and has no subordinates.

### 4. PRINCIPAL ACCOUNTABILITIES

- Manage, oversee and implement all office administration and logistic support
- Record, monitor the mileage of officer vehicles
- Performed the roles and responsibilities of division driver.
- Report to First Assistant Secretary the running conditions of the office vehicles.

### 5. MAJOR DUTIES

- Effectively perform the roles of logistic officer for the Division;
- Performed the roles of divisional driver;
- Assist Administration Assistant for administration daily office runs.
- Assist in delivery of outward correspondence to the designated locations
- Effectively manage and maintain office vehicle's and provide feedback to first Assistant Secretary for the condition of the vehicles.
- Ensuring expiry date of registration and safety stickers dates are reported and organise renewals of registration and safety sticker.
- Ensure that cleanliness of the vehicles is maintained at all times, water and lubricant level are maintained at acceptable levels at all times.
- All forms of accidents involving the divisional vehicle or defects must be immediately reported to the First Assistant Secretary for appropriate remedial actions.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the Assistant Secretaries with each Branches in the Division;
- Working alongside with all the Division's Administration Assistant including Executive Division;
- Established good working relationship with all Divisional staff, and across all divisions.

#### (b) External

- Liaise with relevant organisations as directed to do so by the First Assistant Secretary, and Divisional Assistant Secretaries.
- Establish a good working relationship with other stakeholders



## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

### 7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 7.3 Decisions:

- Provide insights and make decisions on conditions of divisional vehicles;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS).

## 8. CHALLENGES

- Maintenance of office vehicles as and when required, keeping vehicles in running condition.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Certificate or diploma in Accounting and Microsoft applications experience.
- Minimum of 6-10 years driving skills, must have a Class 3 driving License and PTB License.
- Significant amount of work experience and exposure in administering, managing day to day office business processes

### Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;

- Exposure with mechanical skills.

#### **Skills and Abilities:**

- High level of professional communication and interpersonal skills;
- Efficient driving skills;
- Exceptional ability to work well with colleagues.
- Ability to manage stress and work under pressure.



**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

#### **STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:**

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **LOGISTIC OFFICER, Gr. 10**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date.....

Division Head Signature:..... Division Head Title:.....