



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
Date: 24, 09, 2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.014
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Team Leader Records Management	<b>Grade</b> 16
<b>OFFICE/AGENCY:</b> Gordons Rutas Storage	<b>LOCAL DESIGNATION</b> Team Leader Records Management	
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Senior Records Officer Gr. 14	<b>POS. NO.</b> DFCS.015
<b>BRANCH:</b> Administration Branch	<b>IMMEDIATE SUPERVISOR</b> Assistant Secretary – Administration	<b>POS. NO.</b> DFCS.004
<b>SECTION:</b> Records Management Unit	<b>LOCATION</b> Gordons Rutas Storage	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>

Purpose and Accountabilities of the position
<ul style="list-style-type: none"><li>▪ To develop, implement and manage policies, procedures and processes for the effective creation, management, retention and disposal of Department of Finance (DoF) records in accordance with applicable policies and standards</li><li>▪ To lead, direct and manage the DoF Records Management Unit (RMU) to achieve outcomes in accordance with the RMU Business Plan</li><li>▪ To develop, implement and manage the RMU Business Plan to support DoF outcomes and objectives</li><li>• To provide specialist, technical Records Management (RM) and Archive advice and assistance to Assistant Secretary (Administration) and other stakeholders, as required</li><li>• To provide secretariat services to the Policy Management Committee</li><li>• To develop and maintain productive working relationships with internal and external stakeholders to promote "best practice" RM within DoF.</li></ul>

PERSON AND POSITION SPECIFICATIONS
<b>Qualifications:</b> <ul style="list-style-type: none"><li>○ Have a Bachelor Degree in Statistic, Human Resources or Management from a recognized learning institution.</li></ul>

**Knowledge:**

Must possess through knowledge of: -

- Must possess a high level of knowledge of the Public Services (Management) Act and General Orders or the ability to quickly acquire the required level of knowledge
- Must possess the knowledge on the Public Finances (Management) Act and Procedures or the ability to quickly acquire the required level of knowledge
- Sound knowledge of the procedures on the preparation of Board of Survey (BOS) Reports or the ability to quickly acquire the required level of knowledge
- Good knowledge of the National Library and Archives Act 1993

**Skills:**

Ability to demonstrate the following skills at a proficient level: -

- Has the intellectual drive and focus to interact and network with internal and external clients
- Strong written and oral communication skills
- Has strong interpersonal, presentation and public relation skills
- Technical skills on records and archives management
- Excellent leadership and motivational skills
- High level of commitment to complete tasks to strict deadlines
- A high level of ICT competence with advanced skills in Microsoft Office software

**Abilities:**

- Ability to manage and supervise staff of Records Management Unit
- Ability to provide proficient advice to Assistant Secretary (Administration) on all records and archive issues
- Ability to prioritise work to complete multiple tasks within tight time constraints
- Ability to develop, implement and manage strategies for the mentoring and professional development of staff
- Demonstrates personal drive and initiative to work effectively with limited supervision

**Principal Liaisons**

**Internal:** All members of the Department pertinent to Divisional matters arising

**External:** All Departments, Statutory Bodies or entities relevant to Divisional matters arising involving the Department of Finance

**Key Areas of Responsibility endeavour**

**Key Result Area (1):** Provide a high level of records management practice within the Records Management Unit (RMU)

*Performance standard: This will have been satisfactorily achieved when:*

- Effective management of the Records Management Unit to achieve the objectives of the RMU Business Plan
- To provide effective RM advice and support to the Assistant Secretary (Administration) and other key stakeholders within DoF
- Prompt attendance to urgent queries on records management issues/matters

- To maintain the effectiveness and currency of the Records Management Unit (RMU)
- To provide reports on the progress and improvements in respect of the RMU to Assistant Secretary (Administration) or as otherwise required
- To regularly review and revise records policies and procedures to maintain currency and applicability
- Other duties as required and directed by the Assistant Secretary (Administration)

**Key Result Area (2): Creation and management of an efficient records management unit**

*Performance standard: This will have been satisfactorily achieved when:*

- Establish a manual Records Management system to effectively manage the creation, management, retention and disposal of Department of Finance (DoF) records in accordance with applicable policies and standards
- Establish an electronic Records Management system to effectively manage the creation, management, retention and disposal of DoF records in accordance with applicable policies and standards
- Review, integrate and manage the personnel and training files of all officers within the Department – both in the Headquarters and Provincial/District Treasuries
- Work with the Information Technology Division to establish a centralised process for document storage and to significantly reduce the use of individual hard drive storage for Departmental documents

**Key Result Area (3): Maintain accurate records of all correspondence and documents pertaining to records management unit**

*Performance standard: This will have been satisfactorily achieved when:*

- An electronic register is created and maintained to record all documents and correspondence managed by the Records Management Unit
- Develop and implement a methodical and timely sentencing / disposal / archive process for the management of documents within the Department
- Create register of files, assets needed for BOS disposal following approval by Assistant Secretary (Administration) or the First Assistant Secretary (Corporate Services Division)

**Key Result Area (4): Development and maintenance of an effective records and archiving system**

*Performance standard: This will have been satisfactorily achieved when:*

- Both manual and electronic RM systems are established and operating effectively
- Copies of all DoF files and correspondence are appropriately filed for future reference
- Copies of all files for the appropriate Branches, Divisions and line Departments be maintained and auditing and reporting be convened

**Key Result Area (7) Professional conduct**

*Performance standard: This will have been satisfactorily achieved when:*

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times.
- A high standard of personal conduct is consistently demonstrated in the workplace
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated
- Confidential and ethical standards are maintained at all times when undertaking delegated duties.

**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 (insert employee name) ..... have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **Team Leader Records Management, Grade 16**. 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:.....

Department Head Name:..... Date.....

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

