



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO
DEPARTMENT:	DESIGNATION/CLASSIFICATION	Grade
Finance	Senior Records Management Officer	14
OFFICE/AGENCY:	LOCAL DESIGNATION	
Gordons Rutas Storage	Senior Records Management Officer	
DIVISION:	HIGHEST SUBORDINATE	POS. NO.
Corporate Services	Records Officers	DFCS.016 & 017
BRANCH:	IMMEDIATE SUPERVISOR	POS. NO.
Administration Branch	Team Leader Records Management	DFCS.014
SECTION:	LOCATION	
Records Unit	(Waigani) Ruta's Place	

HISTORY OF POSITION		
File no.	Date of variation	Details

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Purpose and Accountabilities of the position

- To assist Team Leader Records Management to coordinate the effectiveness and efficiency of the Departmental records and archives management system, as part of the Central Registry of the Department
- To correctly record and distribute all inward and outgoing records and correspondences
- Responsible and accountable for classification of all correspondences and ensure that they are arranged, dispatched and kept in an effective and efficient records system
- To provide secretarial and clerical support within Records Management Unit for its effective operations

PERSON AND POSITION SPECIFICATIONS

Qualifications:

- Have a Bachelor Degree in Statistic, Human Resources or Management from a recognized leaning institution.
- Bachelor in Computer Studies or similar including proficiency in Microsoft Office programs including Word, Excel, and PowerPoint

Knowledge:

- Has sound knowledge of the Computer software to drive the implementation of the system
- Comprehensive knowledge of manual and electronic filing systems and document management processes in records and archive management

- Sound knowledge of the Library and National Archives Act 1993, and its regulations
- Has knowledge on the preparation of Board of Surveys (BOS)
- Comprehensive knowledge of PNG Public Service systems

Skills:

- Has effective communication and interpersonal skills
- Has high regard and desire towards work to meet the required deadlines
- Has effective written and verbal communication skills
- Has filing and archiving skills in both manual and electronic form (IT knowledge)
- Time-management skills that combined with the capacity to work under pressure

Abilities:

- The ability to arrange and organise files and records in an appropriate manner
- The ability to detect and identify files and records
- Has the planning and organising skills
- Has decision-making skills



Principal Liaisons

Internal:

- Records Management, Administration and Corporate Services Staff and other Divisions in the Department

External:

- All Departments, relevant Statutory Bodies or entities relevant to Divisional matters arising involving Records Management Unit

Key Areas of Responsibility

Key Result Area (1): To provide high-quality records management service to Records Management Unit

Performance standard: This will have been satisfactorily achieved when:

- To maintain and oversee the operations of the records management unit
- Manage the Records/Archives records by creating manual and electronic folders for filing and retrieving purposes in accordance with the Departmental records management procedures for staff to have easy access to information
- To ensure that all requests comply with the PNG National Library and Archives Acts 1993
- Manage the location and storage of all files/records and ensure that all the files are updated
- Assist in the review and amendment of records to comply with changes in business procedures
- Ensure prompt creation and disposal of files as and when required
- Provide some secretarial and clerical support for its smooth operations of the Unit
- Other duties as required and directed by Assistant Secretary (Administration) or First Assistant Secretary (Corporate Services) and Senior Records Management Officer.



Key Result Area (2): To be accountable for all aspects of Records Management Unit and report on a timely basis

Performance standard: This will have been satisfactorily achieved when:

- In consultation with Senior Records Management Officer create appropriate filing system
- Maintain all issues on records management to an appropriate manner
- To comply with certain sensitive issues with care prior to release of records upon direction
- To liaise and work with other employees responsible for records information

Key Result Area (3): Effective planning, organising and management of Records Management Unit

Performance standard: This will have been satisfactorily achieved when:

- Plans and organises meetings for the Unit on request and arrange travel arrangements
- Plans and organises the appropriate timetable for the annual records disposal exercise and audit on a timely basis
- Ensure to prioritise workload to meet other service requirements are accomplished
- To ensure that a high-quality records management services is provided to all internal and external clients
- Maintenance of Records Management Unit staff attendance register and monthly reporting to Manager – Records Management Unit

Key Result Area (4): To monitor and maintain management information appropriately

Performance standard: This will have been satisfactorily achieved when:

- Efficient maintenance of Internet, Intranet and all databases so that there is access
- Has appropriate IT skill to recognise issues that need attention and/or referral
- Has three (3) years' experience of management information to effectively manage records

Key Result Area (5) 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 standard is displayed at all times including leading by example, professional behaviour and ethical decision making
- 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 **Senior Records Officer, Grade 14**. 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:.....

