



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.015
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Senior Records Management Officer	Grade 14
OFFICE/AGENCY: Gordons Rutas Storage	LOCAL DESIGNATION Senior Records Management Officer	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Records Officers	POS. NO. DFCS.016 & 017
BRANCH: Administration Branch	IMMEDIATE SUPERVISOR Team Leader Records Management	POS. NO. DFCS.014
SECTION: Records Unit	LOCATION (Waigani) Ruta's Place	

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

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Purpose and Accountabilities of the position
<ul style="list-style-type: none">▪ 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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:.....

