



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO</b> DFCS.017
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Records Officer	<b>GRADE:</b> 12
<b>OFFICE/AGENCY:</b> Gordons Rutas Storage	<b>LOCAL DESIGNATION</b> Records Officer	
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Nil	<b>POS. NO.</b>
<b>BRANCH:</b> Administration Branch	<b>IMMEDIATE SUPERVISOR</b> Senior Records Officer	<b>POS. NO.</b> DFCS.015
<b>SECTION:</b> Records Unit	<b>LOCATION</b> (Gordons ) Ruta's Storage	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	MARCH 2025	REDESIGN

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#### Purpose and Accountabilities of the position

- 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 in Statistic, Human Resources or Management from a recognized learning institution.
- Have a 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:**

Records Officer



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 **Records Officer, Grade 12**. 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:.....



Records Officer

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