



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

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.043
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Logistics Officer	Grade 10
OFFICE/AGENCY: 5 th Floor, Twin Tower 1	LOCAL DESIGNATION	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Nil	POS. NO.
BRANCH: Financial Management Training	IMMEDIATE SUPERVISOR Assistant Secretary - FMTB	POS. NO. DFCS.041
SECTION:	LOCATION Twin Tower 1, WAIGANI	

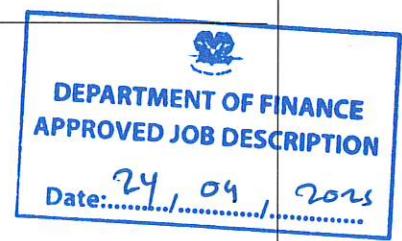
HISTORY OF POSITION		
File no.	Date of variation	Details
	10 th March, 2025	Position created through reclassification of FTB

Purpose and Accountabilities of the position
<ul style="list-style-type: none"> • Be responsible for transportation of FMTB. • To drive vehicle, maintain the cleanliness of the vehicle • Proper record keeping of the vehicle registration, and maintenance of the vehicle • Be responsible for pick up, drop off, conference and meeting arrangements, air travels and accommodation reservations, bank runs, and other administration duties as delegated • To provide driving services for the Finance Training Branch and the Department as a whole. • To provide counter service to clients. • To provide training in PFM training as well.

PERSON AND POSITION SPECIFICATIONS
Qualifications and Experiences:
<ul style="list-style-type: none"> • Diploma in Office Administration, Business, HR Management or related discipline • Have 5 years of relevant work experiences. • Exposure working in Government or Public Sector environment • Possess a current driver's licence. • Proven good traffic record.
Knowledge:
<ul style="list-style-type: none"> • Hands on experience and knowledge in mechanical and electrical static plant maintenance • Knowledge and experience working in Public Service/Government systems • Knowledge of logistics and freight management • Maintaining of logbook and compiling returns • Familiar with Port Moresby road networks • Proper care of Government vehicles

Skills:

- Multi skilled, handyman in both electrical and mechanical field
- Excellent public relations and negotiation skills
- Must be open-minded, safety and security conscious
- Defensive driving skills
- Control and management of Office supplies
- Of Sober habits

**Abilities:**

- Strong ability to achieve multiple tasks, prioritise and meet deadlines.
- Ability to be highly organised and to respond to pressure
- Ability to use initiative in performing duties
- Ability to take on additional responsibilities as and when required

Principal Liaisons

Internal: All FMTB staff pertinent to Branch matters arising.

External: All Departments, Statutory Bodies or entities relevant to Branch matters arising involving the Financial Management Training Branch (FMTB).

Key Areas of Responsibility**Key Result Area (1): Daily General Operational functioning of FMTB.**

Performance standard: This will have been satisfactorily achieved when:

- Drive all motor vehicles assigned.
- Transport is maintained well and is running
- Transport all trainers for field trips, courier runs
- Security provided to trainers/staff whilst on the road

Key Result Area (2): Provide driving services for the other Branches

Performance standard: This will have been satisfactorily achieved when:

- Assist Branches as and when required with their transport needs.
- Showing commitment and being on time at all times.

Key Result Area (3): Maintenance of vehicles.

Performance standard: This will have been satisfactorily achieved when:

- Ensure vehicles are clean and in good working conditions.
- Ensure that driving licence is current and valid.

Key Result Area (4): Other duties.

Performance standard: This will have been satisfactorily achieved when:

- Assist with general tasks within the Branch, such as administration duties, training of PFM
- Preparing of training materials with printing, binding and packing of training materials

Key Result Area (5): Professional conduct.

Performance standard: This will have been satisfactorily achieved when:

- Punctuality and attendance is in accordance with the Branch'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 have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Logistics 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:.....

