



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		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	10 th March, 2025	Position created through reclassification of FTB

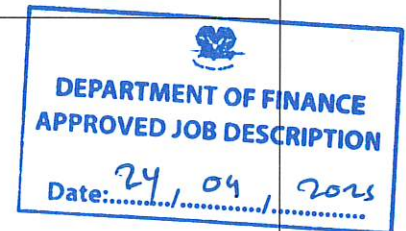
Purpose and Accountabilities of the position
<ul style="list-style-type: none">• Be responsible for transportation of FMTB.• To drive vehicle, maintain the cleanliness of the vehicle• Proper record keeping of the vehicle registration, and maintenance of the vehicle• Be responsible for pick up, drop off, 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:.....

