



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION



#### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS.POSN. NO:</b> FIN0000201	<b>REF.NO:</b> DFEX.03
<b>OFFICE:</b> LEVEL 10, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION</b> LOGISTIC OFFICER	<b>GRADE:</b> 11
<b>DIVISION:</b> EXECUTIVE	<b>LOCAL DESIGNATION</b> LOGISTICS OFFICER EXECUTIVE	
<b>BRANCH:</b> EXECUTIVE MANAGEMENT	<b>REPORTING TO:</b> Senior Executive Administrative Assistant	<b>POS.NO:</b> DFEX:002
<b>SECTION:</b> OFFICE- ADMINISTRATION	<b>LOCATION:</b> <b>TWIN TOWER 1, MELANESIAN WAY, WAIGANI</b>	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	July 2024	Revise, rename, redesign
	24.02.2025	Revised according to Re-org

#### 2. PURPOSE

In conjunction with the Senior Executive Administrative Assistant;

- Provide effective and efficient maintenance of office vehicles;
- Provide daily administration and logistic support for office runs;
- Responsible for keeping maintenance of office vehicle in good running conditions;
- Performed other roles as directed by First Assistant Secretary.

#### 3. DIMENSIONS

The Executive Logistic Officer reports to the Senior Executive Administrative Assistant.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Implement all office administration and logistic support of the executive division;
- II. Record, monitor the mileage of officer vehicles;
- III. Performed the roles and responsibilities of division driver;
- IV. Report to the Senior Executive Admin Assistant the running conditions of the office vehicles.

#### 5. MAJOR DUTIES

- Effectively perform the roles of logistic officer and divisional driver for the Division;
- Assist Administration Assistant for administration daily office runs;
- Assist in delivery of outward correspondence to the designated locations;
- Effectively manage and maintain office vehicle's and provide feedback to Senior Admin Assistant on the condition of the vehicles;
- Ensuring expiry date of registration and safety stickers dates are reported and organise renewals of registration and safety sticker;
- Ensure that cleanliness of the vehicles are maintained at all times, water and lubricant level are maintained at acceptable levels at all times;
- All forms of accidents involving the divisional vehicle or defects must be immediately reported to the Senior Executive Admin Assistant for appropriate remedial actions.

#### 6. NATURE AND SCOPE

##### 6.1 WORKING RELATIONSHIP

**(a) Internal**

- Liaise closely with the Admin Assistant within the Executive Division;
- Working alongside with all the Division's Administration Assistant;
- Established good working relationship with all Divisional staff, and across all divisions.

**(b) External**

- Liaise with relevant organisations as directed to do so by the First Assistant Secretary, and Divisional Assistant Secretaries.
- Establish a good working relationship with other stakeholders

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules & Procedures:**

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

### **7.2 Recommendations:**

- Provide recommendations to Senior Executive Admin Assistant on Logistics matters;
- Recommend to Senior Executive Admin Assistant possible resolutions and identify ways to improve issues, systems and process within the responsibilities of Logistics.

### **7.3 Decisions:**

- Provide insights and make decisions on conditions of divisional vehicles;

## **8. CHALLENGES**

- Maintenance of office vehicles as and when required, keeping vehicles in running condition.

## **9. SKILLS AND EXPERIENCE**

### **Qualifications and Work Experience:**

- Advanced Diploma in Office Administration or management from a recognised Institution within PNG or Abroad;
- Exposure with the use and application of Microsoft office applications;
- Minimum of 3-5 years driving skills, must have a Class 3 driving License and PTB License;
- Exposure working in public sector setting or government agency within Administrative duties;
- Significant amount of work experience and exposure in administering, managing day to day office business processes

### **Knowledge:**

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Exposure with road safety and mechanical skills;
- Knowledge of Traffic rules and road safety;

### **Skills and Abilities:**

- High level of professional communication and interpersonal skills;
- Efficient and exceptional administrative and driving skills;
- Must be of sober habit, and can work under minimum supervision;
- Exceptional ability to work well with colleagues;
- Ability to manage stress and work under pressure.

**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.

