



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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

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

- Implement all office administration and logistic support of the executive division;
- Record, monitor the mileage of officer vehicles;
- Performed the roles and responsibilities of division driver;
- 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

Logistics Officer - Executive

25th February 2025

(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.

