



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFAID.003
OFFICE: Strategy and Governance	DESIGNATION/CLASSIFICATION: Logistics Officer Grade 10	
DIVISION: Financial Accountability & Inspection	LOCAL DESIGNATION: Logistics Officer, Financial Accountability & Inspection Division	
BRANCH: Administration	REPORTING TO: First Assistant Secretary (FAID)	SYS. POS. NO: REF. NO: DFFAID.001
SECTION	LOCATION: Twin Tower 1, Melanesian Way, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
5-1-13	29/07/96	Created
	24/10/01	Reclassified from Grade 8 to Grade 9
	28/11/07	Re-designated, Renumbered and reclassified from Grade 8 to Grade 9
	13 th June 2013	Re-designated, Renumbered and reclassified from Grade 9 to Grade 10
	December 2017	Transferred from Dept. of Treasury to Dept. of Finance
	July 2024	Re-designated and reclassified according to Reorg

2. PURPOSE

To provide logistics support and transportation duties to the Financial Accountability and Inspection Division.

3. DIMENSIONS

The Logistics Officer reports directly to the FAS and provides logistics and driving support to the Office of the First Assistant Secretary and Financial Accountability and Inspection Division as a whole.

4. PRINCIPAL ACCOUNTABILITIES

Ensure that the division's logistics and transportation requirements are properly maintained at all times.

5. MAJOR DUTIES

- Provide required administration and logistics support.
- Undertake driving duties for the Division.
- Care of equipment, work area, and appropriate maintenance.
- Maintain cleanliness of the office.
- Undertake other general administrative duties as directed.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) **Internal**

- Reports to the First Assistant Secretary, Financial Accountability & Inspection Division.

(b) **External**

- Liaise with other departments and state agencies as directed by the First Assistant Secretary, Financial Accountability & Inspection Division.

7. CONSTRAINTS, FRAMEWORK AND BOUNDARIES

Key legislation and Government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014 and Public Service General Orders
- Public Finance (Management) Act 1995 and related instructions and Acts
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan 2 (2016 – 2017)
- Gender Equity & Social Inclusion Policy
- Internal Department of Treasury Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Contribute to the alignment of personal goals with divisional goals, in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Department of Finance is operating within limited resources which can constrain its capacity in areas of salaries and allowances. Other Public Service limitations can apply as well. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of these limitations and their potential impact.
- Be prepared to contribute to identifying and acquiring the skills and knowledge needed to effectively perform designated tasks. Ensure that any supervised staff are appropriately trained to undertake their designated tasks including, as appropriate, any IT training or training in related systems or tools.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- Have a Diploma in Office Administration, Clerical or Mechanical from a recognized college or tertiary Institution as well as possess a current PNG Driver's license class 3-6.
- Exposure working as a Logistics Officer and Driver within public Sector/Agency and familiar with vehicle management, maintenance of vehicle logbooks and compiling returns.
- Have three to five (3-5) years work experience in a similar environment.

Knowledge:

- In-depth knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- In-depth knowledge of Public Service General Orders & Code of Business Ethics and Conduct;
- Public Finances (Management) Act, Financial Management Manual and Financial Instructions;

- Advanced knowledge of the Integrated Financial Management Systems (IFMS);
- Organic Law on Provincial and Local Level Governments Affairs;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures and

Skills and Abilities:

- Good communication skills – written and oral
- Proficiency in Microsoft Office Suit and experience with office management skills;
- Abilities to adapt to new technology and procedure;
- Ability to listen, present and persuade at all levels;
- Good analytical skills and ability to make things happen;
- Able to communicate with Regional Finance Inspector and Senior Finance Inspectors, and business at different levels;
- Able to work with colleagues and contribute as a team player;
- Able to take meeting minutes, prepare briefs and reports to the Regional Finance Inspector and Senior Finance Inspectors on admin matters;

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.

