



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION



#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFMIP.003
OFFICE: LEVEL 6, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: OFFICER	
DIVISION: FMIP	LOCAL DESIGNATION: LOGISTICS OFFICER - FMIP	
BRANCH: FMIP	REPORTING TO: TEAM LEADER - FMIP PROJECTS SYS. POS. NO: REF. NO: DFFMIP.002	
SECTION: FMIP	LOCATION: TWIN TOWER, WAIGANI, NCD	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revise, rename, redesign according to Re-org

#### 2. PURPOSE

- To provide driving support service to National & Statutory Authority Revenue Collection Division on a daily basis
- To provide driving support to other Divisions of the Department of Finance through Corporate Services Division when and as required
- To keep the Divisional Vehicles clean, neat and tidy at all times
- To assist the Personal Assistant with Office Admin work when not engaged in driving service.
- To ensure engine oil, radiator water, tyres, tools, and general cleanliness of the vehicle are in order at all times.

#### 3. DIMENSIONS

The Divisional Driver reports to Projects Team Leader on Teams administrative matters.

#### 4. PRINCIPAL ACCOUNTABILITIES

- Provide administrative support to the Division at all times and report directly to the Projects Team Leader and perform all duties and other duties as directed.

Do all divisional routine run and provide necessary support in matters related to driving

#### 5. MAJOR DUTIES

##### a) General Cleanliness of the Vehicle.

- Provide safe, sound and effective driving duties to divisional staff;
- Provide a report on the condition of the Divisional fleet;
- Ensure departmental fleet is maintained, neat & tidy and is fully operational on daily basis;

- Administer the vehicle log book and mileage usage records effectively;
- Assist in collecting, delivering and sorting out divisional mailing system with respect to incoming and outgoing correspondences with the divisions and other external agencies;
- Enforce coordination and usage of divisional fleet;
- Assist in photocopying, filing documents and answering telephone calls; and
- Assist and perform other administrative duties as and when required
- General cleanliness and hygiene of the vehicle is always maintained to the highest standard
- Roadworthy inspection is done maintained on a daily basis to ensure all parts of the vehicle are in order.
- All the necessary check is done to the vehicle engine oil, water in the radiator, general cleanliness, tools, tyres, etc, to make sure they are all in order and functioning well.
- Occurrence of any faults is reported to the National & Statutory Authority Revenue Collection Management team immediately.

**b) General duties**

- Collection of correspondence materials from various locations including Corporate Services, Executive Management, etc, to support the general administration work of the Division.
- Delivery of mail, letters, briefs, submissions, and all other forms of correspondence is done to support the Personal Assistant.
- Photocopying of materials for staff, sending faxes, etc, are also done to support the Officers during workload.
- Other general duties are carried as directed by the Divisional Management Team to support the effective function of the Division.

**c) Professional Conduct**

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times including leading by example, professional behaviour and ethical decision making
- 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.

**6. NATURE AND SCOPE**

**6.1 WORKING RELATIONSHIP**

**(a) Internal**

- Liaise closely with Team Leader on administrative driving matters
- Working alongside with the Divisional Staff
- Liaise with all Department of Finance staff across all divisions.

**(b) External**

- Liaise with relevant Project Teams and other agencies on the teams administrative related matters

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

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

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework

### **7.2 Recommendations:**

- Provide recommendations to Projects Team Leader on divisional administrative related matters;
- Recommend to Team Leader through possible resolutions and identify ways to improve issues, systems and process within the division.

### **7.3 Decisions:**

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the Projects Team Leader

## **8. CHALLENGES**

- Working under pressure when directed by Supervisors to accomplish in a short period of time
- Doing multiples tasks at the particular time as directed

## **9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Qualifications and Experience:**

- Minimum of Grade 12 with appropriate certificate or diploma in Accounting, Business Administration;
- Experience in Excel and Microsoft applications;
- Minimum of 5-10 years driving skills, must have a Class 3 driving License and PTB License;
- Experience in Procuring materials and Logistics support;
- Exposure in administering, managing day to day office business processes.

### **Knowledge:**

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

### **Skills and Abilities:**

- High level of professional communication and interpersonal skills;
- Efficient driving skills;
- 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.