



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DOFGOAC.003
<b>OFFICE:</b> GOAC	<b>DESIGNATION/CLASSIFICATION:</b> LOGISTIC OFFICER, GRADE 10	
<b>DIVISION:</b> GOVERNMENT OFFICE ALLOCATION COMMITTEE	<b>LOCAL DESIGNATION:</b> LOGISTICS OFFICER, GOAC	
<b>BRANCH:</b>	<b>REPORTING TO:</b> DIRECTOR <b>SYS. POS. NO:</b> <b>REF. NO:</b> DOFGOAC.001	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2024	Transfer from DPM

2. PURPOSE

- To provide driving services for the GOAC Services Division and the Department as a whole.
- To provide counter service to clients.
- Assist the Executive Assistant in Administrative responsibilities.

3. DIMENSIONS

Reports to the Director, but primarily will be giving assistance to the Executive Assistance.

4. PRINCIPAL ACCOUNTABILITIES

- I. Maintain the Division fleet,
- II. Assist to coordinate and ensure all events/tasks are attended too and up to date

5. MAJOR DUTIES

- Assist the Executive Assistant in delivering their daily duties as directed
- Maintain the Division Fleet including the Director's vehicle are in top condition
- Assist the Department where needed

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with Executive Assistant
- Have a working relationship with the Corporate Division/other Drivers

(b) External

- As directed by Management

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Current Corporate Plan and Annual Operational Plan.
- Internal policy on employee behaviour

### 7.2 Recommendations:

- Recommend to Assistant Secretary on possible resolutions on logistic matters and identify ways to improve issues, systems and process within the GOAC Division/Secretariat.

### 7.3 Decisions:

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

## 8. CHALLENGES

- Performing higher role of duty in the absence of the Executive Assistant
- Contribute to the alignment of personal goals with branch goals in open communication and cooperation with team members, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources in maintain the fleet of vehicles
  - Ensure vehicles are clean and in good working conditions.
  - Ensure that driving licence is current and valid.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Minimum of Grade 10 or 12 with appropriate certificate;
- Diploma in Accounting and Microsoft applications experience.
- Minimum of 6-10 years driving skills, must have a Class 3 driving License and PTB License.
- Experience and exposure in administering, managing day to day office logistics.

### 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 mechanical skills.

### 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.
- Ability to drive safe and avoid accidents

**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.

