



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFNSRC.003
<b>OFFICE:</b> TWIN TOWER 1, 5 <sup>TH</sup> FLOOR	<b>DESIGNATION/CLASSIFICATION:</b> LOGISTIC OFFICER	
<b>DIVISION:</b> NATIONAL & STATUTORY AUTHORITIES REVENUE COLLECTIONS	<b>LOCAL DESIGNATION:</b> LOGISTIC OFFICER	
<b>BRANCH:</b>	<b>REPORTING TO:</b> FIRST ASSISTANT SECRETARY <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFNSRC.001	
<b>SECTION:</b> REVENUE MANAGEMENT	<b>LOCATION:</b> TWIN TOWER 1, 5 <sup>TH</sup> FLOOR, WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	11.03.2025	Revise, rename, redesign

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 First Assistant Secretary on divisional administrative matters.

4. PRINCIPAL ACCOUNTABILITIES

- Provide administrative support to the Division at all times and report directly to the First Assistant Secretary - National & Statutory Authority Revenue Collection 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) Diligent Delivery of driving services to support the functions and activities of National & Statutory Authority Revenue Collection Division**

- All driving services are delivered on a daily basis to support the effective function of the Division.
- Support and assistance is provided to the First Assistant Secretary – Division as and when required.
- All staff are equally supported to carry out their official duties as and when required.

**b) General Cleanliness of the Vehicle.**

- 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.

**c) 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.

**d) 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 First Assistant Secretary on Divisional administrative driving matters
- Working alongside with the Divisional Staff
- Liaise with all Department of Finance staff across all divisions.

**(b) External**

- Liaise with relevant National & Statutory Authorities and other agencies on Divisional 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 First Assistant Secretary on divisional administrative related matters;
- Recommend to First Assistant Secretary 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 First Assistant Secretary

## **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. SKILLS AND EXPERIENCE**

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

- Grade 10 with 5 to 8 years of driving experience

### **Knowledge:**

- Sound knowledge on PNG Motor Vehicle Traffic Rules and Regulations on general driving
- Knowledge on how to detect minor faults while driving, etc.

### **Skills and Abilities:**

- Basic driving skills on light vehicles with 5 to 8 years of experience
- Good interpersonal skills
- Good standard of written and spoken English

**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.

## **STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:**

I ..... have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Logistic Officer, Gr.10**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.



Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date.....

Division Head Signature:..... Division Head Title:.....

