



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS.POSN. NO: FIN0000201	REF.NO: DFOS.003
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION LOGISTIC OFFICER	GRADE: 10
DIVISION: ORGANISATIONL STRATEGY	LOCAL DESIGNATION OFFICE ADMINISTRATION	
BRANCH: OFFICE ADMINISTRATION	REPORTING TO: FIRST ASSISTANT SECRETARY	POS.NO: DFOS.001
SECTION: OFFICE ADMINISTRATION	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	July 2024	Revise, rename, redesign

2. PURPOSE

In conjunction with the First Assistant Secretary;

- 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 Logistic Officer reports to First Assistant Secretary and has no subordinates.

4. PRINCIPAL ACCOUNTABILITIES

- Manage, oversee and implement all office administration and logistic support
- Record, monitor the mileage of officer vehicles
- Performed the roles and responsibilities of division driver.
- Report to First Assistant Secretary the running conditions of the office vehicles.

5. MAJOR DUTIES

- Effectively perform the roles of logistic officer for the Division;
- Performed the roles of divisional driver;
- 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 first Assistant Secretary for 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 First Assistant Secretary for appropriate remedial actions.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistant Secretaries with Branches in the Division;
- Working alongside with all the Division's Administration Assistant including Executive Division;
- 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 First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on conditions of divisional vehicles;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS).

8. CHALLENGES

- Maintenance of office vehicles as and when required, keeping vehicles in running condition.

9. QUALIFICATION, KNOWLEDGE, EXPERIENCE, 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.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

Ihave 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:.....

