



## PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24/09/2025

### JOB DESCRIPTION

#### 1. IDENTIFICATION

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

- I. Manage, oversee and implement all office administration and logistic support
- II. Record, monitor the mileage of officer vehicles
- III. Performed the roles and responsibilities of division driver.
- IV. 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:**

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:.....

