



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PRIME MINISTER & NEC	SYS. POSN. NO:	REF. NO: FA 17
OFFICE:	DESIGNATION/CLASSIFICATION: PROCUREMENT OFFICER <i>Grade 12</i>	
DIVISION: OPERATIONS	LOCAL DESIGNATION: PROCUREMENT OFFICER	
BRANCH: CORPORATE SERVICES	REPORTING TO: ASSET MANAGEMENT OFFICER	SYS. POS. NO: FA 16
SECTION: FINANCE & ADMIN	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Reno/JD Revised
Org: 01/ 2011	02/12/2011	Reno/Redes/Reclass/JD Revised

2. PURPOSE

- Ensure all correspondences are properly registered, filed and maintained.
- Responsible for Procurement services for the Department.
- Procurement of goods/services is directed by GoPNG principles eg.value for money

3. DIMENSIONS

Financial - Nil	Staff supervised -Nil	Others – Nil
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4. PRINCIPLE ACCOUNTABILITIES

- Required goods and services are sourced in a timely manner.
- Goods and services are fit for purpose.

5. MAJOR DUTIES

- 5.1. Receive, classify and register correspondences.
- 5.2. Establish and maintain a filing index system.
- 5.3. Dispatch outward correspondence.
- 5.4. Carry out procurement service and maintain stores and assets registers.
- 5.5. Maintain BOS and Loss registers
- 5.6. Much of the time is spent on recording of all correspondence/letters for posting and usage of stamps in via the use of franking machines then posted. The incumbent also dose a 2 time daily check on the Department Box (Waigani PO) to collect letters and mails.
- 5.7. Obtaining required supply quotations based on Divisional requisitions.
- 5.8. Analysis quotations and make recommendations to Divisional delegates regarding source of supply.
- 5.9. Raise purchase order on basis of Divisional approval
- 5.10. Arrange issue of PO and coordinate supply.
- 5.11. Receive goods-match with PO(quality,quantity,price);validate proof of delivery;
- 5.12. Follow up PO variations with suppliers and report status to users.
- 5.13. Identify preferred suppliers based on Department's needs; assist in contract management.

6. NATURE AND SCOPE

The job mainly provides procurement services for the Department.

The scope of the job is limited within the Department and suppliers of goods & services and; ensure procurement of goods/services are effectively managed and processed in a more timely manner.

6.1 WORKING RELATIONSHIPS

(a) Internal

- Liaise with various Divisional/Branch Heads with the Department on procurements matters.
- User Divisions-Clarity of understanding of needs.

(b) External

- Liaise with various private companies.
- Approved suppliers of goods and services

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- ❖ Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- ❖ Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of Public Finance management policies, practices and procedures.
- ❖ Maintain high level of confidentiality of information.
- ❖ Maintain high level of work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

Key challenges for the job include: ensuring accurate and correct procurement of goods/services in providing effective and efficient service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Grade 12, Certificate in Office Management or equivalent as may be acceptable to the Chief Secretary.

(b) Knowledge: Must have excellent knowledge of the following:-

- Public Finance Management Act 1995.

- Good knowledge filing or library work and procurement procedures including Tenders and Government store procedures.

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Classify documents for filing purposes.
- Computer Literate.

(d) Experience

Minimum of three (3) years' work experience in filing or as a records clerk in Government Departments or Private Sector is essential.