



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 54656	REF. NO: NEC 08
WING: Executive	DESIGNATION/CLASSIFICATION: Director – Records & Information, Gr.18	
SECRETARIAT: National Executive Council	LOCAL DESIGNATION: Director	
BRANCH:	REPORTING TO: Director General	SYS. POS. NO: 64
		REF. NO: NEC 04
SECTION: Records & Information	LOCATION: Sir Manasupe Haus, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno / JD Revised
Org: 01/2012	2/12/2012	

2. PURPOSE

Responsible for managing and coordinating the Records & Information System of the Secretariat as well as assisting in the servicing of the Cabinet and its committee meetings. Create and manage electronic storage and retrieval systems of NEC Decisions and submissions.

3. DIMENSIONS

Financial – Yes	Staff Supervised – 4	Others – Nil
-----------------	----------------------	--------------

4. PRINCIPAL ACCOUNTABILITIES

- Up-to-date database and records management system for easy access/retrieval of information;
- Ensure secure custody of records and information, and
- Timely advice and reports to the Director General.

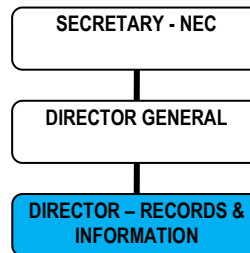
5. MAJOR DUTIES

- 5.1 Lead, manage and control the Records and information functions and activities of the Secretariat and ensure that the objectives, strategies and outcomes of the unit as outlined in the Annual and Corporate Plan of the Department are achieved.
- 5.2 Manage the records & information management services centre incorporating electronic and hard copy records of NEC Decisions and submissions to serve the needs of the Secretariat, NEC and authorized users.
- 5.3 Assess information and communication needs and requirements and determine appropriate computer hardware and software systems.
- 5.4 Undertake review and development of improved processes and procedures for recording, classification, storage and custody of data and information.
- 5.5 Ensure effective security and custody of sensitive information.
- 5.6 Provision of training to staff on information management and information systems.
- 5.7 Provide advice and reports to the Director General as required.

6. NATURE AND SCOPE

The position is within the middle management level of the Department and reports directly to the Director General. The position advises the Secretary - NEC through the Director General on all activities of the Records & Information Branch of the Secretariat. The position will report to the Secretary - NEC as and when required.

6.1 WORKING RELATIONSHIPS



(a) Internal

- Reports to the Director General, senior management and staff of the department.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

(b) External

- Maintain contact with Cabinet Committees, Ministers, Departmental Heads and Heads of Statutory Organisations as well as computer service vendors and service providers.

6.2 WORK ENVIRONMENT

This position is located within Sir Manasupe House, Waigani. It plays a technical role in ensuring all duties as required by the job are effectively carried out.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

- Prime Minister and National Executive Council Act
- NEC Decisions
- Medium Term Development Plans (MTDP2)
- PNG Vision 2050 Strategic Directives
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016

Decision

- Agree and set goals, targets and priorities of the Section.
- Set Secretariat operational policies and procedures
- Work study to change Secretariat procedures and processes as required for improved operation
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with Integrated Financial Management System (IFMS) and Public Finance (Management) Act.

Recommendations

- New policy and strategic proposals;
- Approval of the Department Corporate and Management Plans;
- Interventions to improve implementation of NEC Decisions and Government Policy coordination and monitoring;

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Secretariat and the Department;
- Maintain NEC matters confidentially and proactively with foresight.
- Work in Team to promote team dynamics and participation.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

The incumbent must have a minimum qualification of a University Degree in Library & Information, Database Management or equivalent from a recognized institution.

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

- Database management and records systems.
- NEC procedures & government policies
- PNG Vision 2050,
- Medium Term Development Strategies
- Parliamentary processes and procedures
- Systems of Government
- Public Service Management Act
- Public Service General Orders
- PM&NEC Act

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

Ability to manage a team of specialists on records & information system.

Focus strategically. Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships. Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity. Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organizational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Negotiates persuasively. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of

the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

(d) Experience

Minimum of six (6) years work experience at a managerial level in a similar field either in the public or private sector.