



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

Department: Prime Minister and NEC	SYS. POSN. NO: 459000255	REF. NO: NEC 12
WING: Executive	DESIGNATION/CLASSIFICATION: Records Officer, Gr.11	
SECRETARIAT: National Executive Council	LOCAL DESIGNATION: Records Officer	
BRANCH:	REPORTING TO: Director – R&I	SYS. POS. NO: 54656
SECTION: Records & Information (R&I)	LOCATION: Sir Manasupe Haus, Waigani	REF. NO: NEC 08

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 recording and storage of all NEC documents.

3. DIMENSIONS

Financial - Nil	Staff Supervised – Nil	Others – Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Recording and filing of documents and information including NEC submissions, reports, information papers and decisions.
- Timely report to OIC Records relating to records.

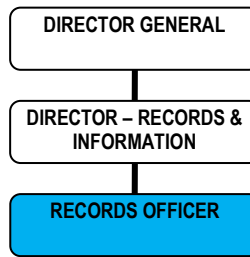
5. MAJOR DUTIES

- 5.1 Filing of NEC Submissions, Information Papers and Other related NEC correspondences.
- 5.3 Provide clerical service in preparation for NEC meetings and subsequent to NEC meetings.
- 5.4 Responsible for the scanning of all submissions considered by the NEC.
- 5.5 Ensure security custody of information.

6. NATURE AND SCOPE

This is a line position within the Department and reports directly to the Director – Records & Information. The position advises the Director General through the Director – R&I on matters regarding NEC records. The position will report to the Director General and Secretary - NEC as and when required.

6.1 WORKING RELATIONSHIPS



(a) Internal

- Reports to the Director – R&I, Director General, Secretary-NEC, staff of NEC and 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 Members, Ministers, Departmental Heads and Heads of Statutory Organisations.

6.2 WORK ENVIRONMENT

This position is located within Sir Manasupe Haus, Waigani. It plays an administrative 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
- PNG Vision 2050 Strategic Directives
- Public Service General Orders 2014
- Public Service (Management) Act 2014

Decision

- Assist to set goals, targets and priorities of the Section.
- Assist to 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,

Recommendations

- New systems and processes to improve functions;
- Assist in setting the sections work plans to 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 Diploma in Library & Information Studies or equivalent from a recognised institution.

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

- Records management systems and software
- NEC procedures & government systems & policies
- Parliamentary systems and procedures
- Public Service Management Act
- Public Service General Orders
- PM&NEC Act

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

- Computer literate (Microsoft programs) including Computer database systems
- Organisational and administrative abilities
- Communication skills (written/oral)
- Organisational and records management skills
- Negotiation & analytical skills

(d) Experience

Minimum of three (3) years work experience in records management and database systems operation either in the public or private sector.