

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 131	REF. NO: OLC 15
DIVISION: Executive	DESIGNATION/CLASSIFICATION: Records Management Officer, Gr.12	
OFFICE: Office of Legislative Counsel	LOCAL DESIGNATION: Records Management Officer	
BRANCH:	REPORTING TO: Manager-Legislative Admin.	SYS. POS. NO: 736 REF. NO: OLC 12
SECTION: Administration	LOCATION: Manasupe House	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	08 th April 2016	Reno
Org. 1/2011	2 December 2011	

2. PURPOSE

To maintain filing and security of records and supply of copies of bills

3. DIMENSIONS

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

- Ensure all records of the Office of Legislative Counsel are maintained and properly archived or filed away for easy access in future, and
- Ensure effective liaison between the Office and Government Printing Office for printing of Bills, Acts, Regulations, etc.

5. MAJOR DUTIES

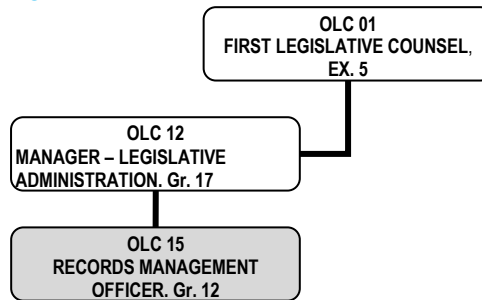
- 5.1 Overall responsibilities of all activities of the office records including; preparation, indexation, registration, distribution and retrieval of correspondences, drafting files and other legal documents.
- 5.2 Maintain, track and update new files created and ensure filed away correctly in the Draftsman working files.
- 5.3 Ensure availability of necessary copies of Bills, Statutory Instruments and Certificates needed by Departments, National Executive Council and for the Parliament sittings and up to date keeping of the master – copies.
- 5.4 Ensure that an effective and productive liaison is maintained between Office Legislative Counsel and Printer for the printing of Bills, Acts and Regulation and other subsidiary legislations.
- 5.5 Ensure regular circulation of running file.
- 5.6 Ensure draft copies of all statutory instruments, proclamations, and other legal documents, correspondences are archived and filed away.
- 5.7 Ensure that other duties as directed by the Counsel are effectively attended to.

6. NATURE AND SCOPE

The job provides administrative support services to the Office of Legislative Counsel.

The scope of the job is limited more within the Office of Legislative Counsel as this position ensures the records of the Office is effectively managed at all times.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Manager – Legislative Administration and liaises with other officers of OLC, senior executives and staff.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department

(b) External

- The Librarian shall at all times maintain a productive working relationship with concerned personnel of other departments and agencies pertaining to printing of official statutory documents.

6.2 WORK ENVIRONMENT

This position is located within Manasupe House at the Waigani Central Government Offices however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable. 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
- PNG Constitution
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016
- NEC Decisions
- Rules & Procedures of PNG National and Supreme Court.
- Medium Term Development Plans (MTDP2)
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives

Decision

- Agree and set goals, targets and priorities of the office;
- Set the Office's operational policies and procedures;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with IFMS and Public Finance (Management) Act.

Recommendations

- New legal policies and practices to counter potential lawsuits against the department;
- Approval of the Department Corporate and Management Plans;

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Department and Public Services;
- 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 Records Management, Office Management and/or equivalent from a recognised institution.

(b) Knowledge:

Must have knowledge of the following:-

- Records Management
- Public Service General Orders
- Public Service Code of Conduct
- Public Finance Management Act

(c) Skills

Ability to demonstrate the following skills at a high level:-

- Office management skills
- Public & Inter-personal Relations
- Computer literate with Microsoft applications
- Communication (written/oral)

(d) Experience

Minimum of three (3) years work experience relevant to the position either in the public or private sector.