



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Prime Minister & NEC	SYS. POSN. NO: 459000193	REF. NO: SSP 10	
OFFICE:	DESIGNATION/CLASSIFICATION: Asset Management Officer Grade 12		
DIVISION: Operations	LOCAL DESIGNATION: Asset & Inventory Officer- SSP		
BRANCH: Corporate Services	REPORTING TO: Administration Officer	SYS. POS. NO: 450000207	REF. NO: SSP 08
SECTION: State Services - Protocol	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

- Responsible for the effective operation of State Services – Protocol branches operational administrative matters.
- Managing vehicle fleet within the branch to ensure assets are safe and maintained, and used for authorized purposes.

3. DIMENSIONS

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

- Effective and efficient management and smooth running of branches Assets including vehicles.
- Accountable to the Administration Officer and it is also responsible for the other colleagues.

5. MAJOR DUTIES

- 5.1 Assists and control the operations of all administration requirements in the Protocol branch.
- 5.2 Develop proper guidelines for assets control management.
- 5.3 Ensure the upkeep of State Property and carry out maintenance where required including buildings, machinery and office equipment.
- 5.4 Supervise the transport records and procurement.
- 5.5 Develop proper guidelines for branches fleet management and control including disposals and re-fleeting.
- 5.6 Ensure the upkeep of vehicles and carryout maintenance and repairs as required.
- 5.8 Maintain office stationery where appropriate.

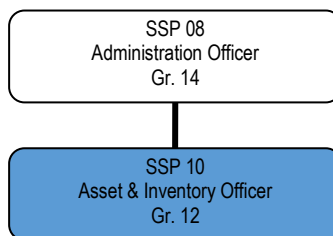
6. NATURE AND SCOPE

The job provides administrative support services to the Administration Officer

It also ensures that the Protocol Assets are properly recorded in a proper Asset Register.

The scope of the job covers the Protocol branch as this position ensures the effective management of the overall branch Assets.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Administration Officer
- Liaise with various Divisional/Branch heads within the Department on Administration requirements.

b) External

- Constantly liaising with Departments of Treasury and Finance, Central Supply and Tenders Board, Department of Works (TAG) and other Private Sector Companies (Motor Vehicle Dealers).

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies and private sector companies 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 Asset management policies, practices and procedures.
- Maintain good work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

Key challenges for the job include: ensuring effective organization of work in providing administrative support and promoting service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Public Administration or equivalent with experience in administration matters.

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

- Public Service General Orders
- Public Service (Management) Act, 2014
- Public Service Office Procedures
- Public Finance (Management) Act 2014 and must be knowledgeable on the Government Tender Regulations.

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

- Good administrative skills
- Computer literate at Microsoft applications
- Communication (written/oral)

(d) Experience

Minimum of three (3) years' work experience in the field of assets management and other administration roles is essential.