



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister	SYS. POSN. NO	REF. NO: OS 05	
OFFICE: Office of Secretary	DESIGNATION/CLASSIFICATION: Document Tracking Officer, Gr.14		
DIVISION: Executive	LOCAL DESTINATION: Document Tracking Officer		
BRANCH: OS	REPORTING TO: NO: Manager-Office Administration	SYS. POS. NO. 59705	REF. OS 03
SECTION:	LOCATION: Sir Manasupe Haus, Waigani		

HISTORY OF POSITION

FILE REF	DATE OF VARIATION	DETAILS
Org: 1/2020	03/04/2020	Reclassified/JD Revised
Org: 2/2016	08/04/2016	Reno/JD revised.
Org: 2/2012	08/04/2012	

2. PURPOSE

To track documents and improve communication and feedback between the Office of the Secretary and various business units of the department, other government departments, Ministries, statutory bodies, NGO's and clients.

3. DIMENSION

Financial: Nil	Staff: Nil	Others: Nil
--------------------------	----------------------	-----------------------

4. PRINCIPAL ACCOUNTABILITIES

- Effective tracking of communications, reports, briefs, and documents to and from the Office of the Secretary.
- Timely document tracking of reports to the Manager-Office Administration and the Executive Officer.
- Ensure the document tracking system is updated and consistent with the requirements of the Office of Secretary.

5. MAJOR DUTIES

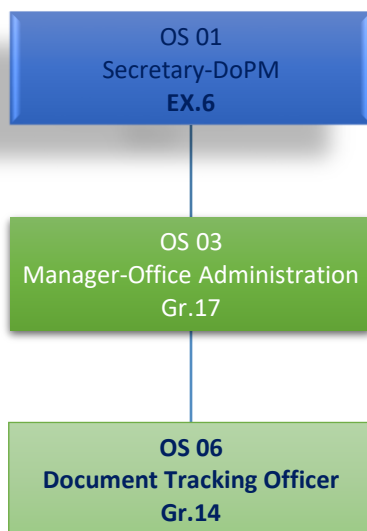
- a) Maintain input of information into the document tracking system to enhance effective communication and feedback with the Office of the Secretary and the Department.
- b) Register all official correspondences and communications to and from the Office of the Chief Secretary on time.

- c) Monitor and report on the progress of correspondences and instructions issued from the Office of Secretary to senior management and action officers.
- d) Maintain updated on the directions or issues to remind the action officers.
- e) Provide timely reports to the Manager – Office Administration.
- f) Maintain an effective and up-to-date Document Tracking System for the Office of the Secretary.

6. NATURE AND SCOPE

This is a line position of the Department and reports directly to the Manager-Office Administration within the Office of the Chief Secretary. The position supports the Office Manager in all administration duties.

6.1 WORKING RELATIONSHIP



Internal

- The Document Tracking Officer reports to the Manager–Office Administration and liaises with counterparts from other Divisions and staff of the Department.
- Network and connect with colleagues to promote a friendly working relationship to enhance high-performance outcomes in the Office.

External

Liaise with the external clients to track documents received by the Office of the Secretary.

6.2 WORK ENVIRONMENT

This is a line position and reports directly to the Manager–Office Administration.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

a) Rules/Procedures

The position operates under the regulations of the Public Service (Management) Act, Public Service General Order, Public Finance (Management) Act, the Department procurement policy, and good ethics at the workplace.

b) Decision

- Track and monitor information flow to and from the Office of the Chief Secretary.
- Assist in developing office operational policies and procedures.
- Decide to ensure the prompt resolution of contentious issues.

c) Recommendations

- Proposals for a new system to improve tracking of the document to and from the Office of the Secretary.

8. CHALLENGES

- Maintain compliance with existing laws and regulations.
- Maintain effective information flow and confidentiality of documents consistently.
- Decide on what information to provide to clients and what to withhold.
- Work in Teams to promote team dynamics and participation.

9. QUALIFICATION, EXPERIENCE AND SKILLS

a) Qualification

The incumbent must have a minimum qualification of a Degree in Office Administration, Business Management, or equivalent from a recognized Institution.

b) Knowledge

Must be knowledgeable and have a good understanding of;

- Good understanding of the Prime Minister & NEC Act, Public Service (Management) Act, Public Service General Order and Public Finance (Management) Act.
- Thorough understanding of the whole of Government Systems and Processes, including the Department of Prime Minister.
- Documents and records management system.
- Public Service Code of Ethics
- Fair knowledge of the public service and business environments in Papua New Guinea.
- Microsoft Office Applications, Emails, and Internet usage.

c) Skills

- Good ability to plan, coordinate and organize activities.
- Attention to details of correspondences and submissions.
- Good analytical skills.
- Good communications skill (written and verbal) and be able to articulate issues.
- High level of problem-solving skills to identify issues solve the problem systematically.
- Decision-making skills to make tough decisions at the need of the hour.
- People management skills to interact with clients, higher authorities, peers, and subordinates.
- Must be a team player to adapt and able to work in a diverse team.
- Computer literate, Email, Internet Usage, etc.

d) Work Experience

Minimum of three (3) years of relevant work experience in a similar role in the Public or Private Sector.