



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: DJAGAF.29	REF. NO: DJAGAF.29
OFFICE: Assets & Facilities Management	DESIGNATION/CLASSIFICATION: Office Attendant / Grade 06	DIVISION: Corporate Affairs & General Administration
LOCAL DESIGNATION: Office Attendant	BRANCH: Assets & Facilities Management	REPORTING TO: Manager, Assets & Facilities / Grade 17
SYS. POSN. NO: DJAGAF.03	SECTION: Assets & Facilities	LOCATION: Waigani

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30th April 2014	Revised
HRM 8.20/AF: 20/20	20th September 2020	Revised
HRM 8.20/AF: 15/24	08th September 2024	Revised

2. PURPOSE

The Assets & Facilities Management Branch is responsible for ensuring that all key activities, projects, and contracts are closely monitored to ensure value for money. The Branch also oversees security operations to safeguard staff, assets, and facilities belonging to the department.

The Office Attendant is responsible for maintaining a clean, healthy, and organized working environment within the office premises, ensuring that both interior and exterior areas are well-maintained at all times.

3. DIMENSIONS

- **Supervisory Responsibility:** None
- **Financial Responsibility:** None
- **Resources:** Responsible for the cleanliness and upkeep of the office premises, including tools and cleaning supplies.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the cleanliness and organization of the office premises, both interior and exterior, are maintained to a high standard.
- Contribute to a safe and hygienic work environment.

5. MAJOR DUTIES

- Ensure all offices, including the security office, are clean and tidy at all times.
- Maintain cleanliness of toilet blocks, ensuring they are hygienic and stocked with necessary supplies.
- Maintain the cleanliness of flower gardens, car parks, and outside office areas.
- Ensure that corridors are clean and free from obstruction at all times.
- Maintain the cleanliness of windows, glass surfaces, and walls.
- Perform other duties as directed by the Manager, Assets & Facilities.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

Internal:

- Report directly to the Manager, Assets & Facilities.

External:

- Not applicable.

6.2 WORK ENVIRONMENT

- The role is primarily based in an office environment within the Department of Justice & Attorney General. The Office Attendant is expected to maintain the cleanliness of both indoor and outdoor areas, which may involve working in various weather conditions.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Follow standard operating procedures for cleaning and maintenance activities.
- **Decision:** Ability to prioritize cleaning tasks and manage time effectively to ensure all areas are maintained.
- **Recommendations:** Suggest improvements to cleaning processes or report maintenance issues to the Manager, Assets & Facilities.

8. CHALLENGES

- Maintaining high standards of cleanliness and organization in a busy office environment with frequent foot traffic.
- Ensuring that all cleaning tasks are completed efficiently within the given time frame.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Grade 10 high school certificate.

- Certificate in basic cleaning services.

(b) Knowledge:

- Knowledge of effective office cleanliness practices and the use of various cleaning detergents and tools.

(c) Skills:

- Ability to provide comprehensive cleaning services for both interior and exterior environments.
- Strong communication skills.

(d) Experience:

- A minimum of five (5) years of work experience in a similar role, demonstrating reliability and consistency in maintaining cleanliness standards.