

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

AGENCY: JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000251224	REF. NO: DJAGEX.31
OFFICE:	DESIGNATION/CLASSIFICATION: PROCUREMENT & LOGISTICS OFFICER GR.14	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION:	
BRANCH:	REPORTING TO: OFFICE MANAGER GRADE 17 SYS. POS. NO: 0000251224 REF. NO: DJAGEX.04	
SECTION: LEGAL POLICY	LOCATION: WNB HAUS, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.1.20/EM: 04/19	04 TH JANUARY 2019	CREATED

2. PURPOSE

The Procurement & Logistics Officer is responsible for supporting the Executive Management by ensuring efficient procurement of goods and services and managing logistical requirements. This role involves coordinating with suppliers, maintaining records of procurement activities, and ensuring timely delivery of supplies and services to support the operations of the Executive Management division, including the Secretary of the Department, Deputy Secretaries, and their respective offices.

3. DIMENSIONS

- **Staff Supervision:** No direct reports.
- **Financial Accountability:** Assist with procurement and financial management of goods and services.
- **Resources Managed:** Oversee procurement activities and maintain inventory of supplies.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure the effective and efficient management of procurement processes.
- Maintain proper records of all procurement activities and expenditures.
- Ensure timely delivery of goods and services to support the Executive Management's operations.
- Adhere to established procurement rules, regulations, and guidelines.

- Maintain good working relationships with suppliers to ensure value for money.

5. MAJOR DUTIES

- Coordinate and manage procurement processes, including obtaining quotes, preparing purchase orders, and liaising with suppliers to ensure timely delivery of goods and services.
- Maintain and update a register of service providers and records of payments made to suppliers.
- Ensure that all logistical requirements, such as transportation, supplies, and other resources, are available to support the Executive Management's operations.
- Provide administrative support to the Office Manager and assist with budget planning related to procurement activities.
- Ensure compliance with procurement policies, procedures, and relevant legislation.
- Perform other duties as directed by the Office Manager.

6. NATURE AND SCOPE

6.1 REPORTING AND WORKING RELATIONSHIP

- **Internal:** Reports directly to the Office Manager. Liaises with the Secretary for Justice, Deputy Secretaries, and the Assets & Facilities Manager.
- **External:** Liaises with suppliers, such as Ela Motors, Boroko Motors, PNG Motors, and other private workshops. Coordinates with the Works Department (VIP Section) and Mobile Service Stations.

7. WORK ENVIRONMENT

- Office-based role located at Sir Buri Kidu Haus, Waigani, with occasional travel to suppliers and service providers.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Adherence to procurement rules, procedures, and guidelines.
- Decisions and recommendations are made within the scope of procurement policies and procedures.

9. CHALLENGES

- Ensuring timely procurement and delivery of goods and services.
- Maintaining effective working relationships with suppliers and internal stakeholders.
- Managing multiple procurement activities within tight deadlines.

10. QUALIFICATIONS, EXPERIENCE, AND SKILLS

(a) Qualifications

- Satisfactory completion of Grade 10 or 12.

- Ability to communicate effectively in English, Pidgin, or Motu.
- No criminal convictions.

(b) Knowledge

- Knowledge of PNG Land Transport and Traffic Rules and Regulations.
- Understanding of procurement processes and financial management principles.

(c) Skills

- Good communication and negotiation skills.
- Efficient organizational and record-keeping skills.
- Ability to drive safely and follow traffic rules.

(d) Work Experience

- Minimum of five to six years of experience in executive (VIP) driving or a similar field.
- Clean driving record and demonstrated experience in handling logistical and procurement duties.