



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>SEQ. NO:</b> 0000253293	<b>POS. NO.</b> DJAGLR. 19
<b>OFFICE/AGENCY:</b>	<b>DESIGNATION/CLASSIFICATION</b> RECORDS OFFICER (ARCHIVES) GR. 11	
	<b>LOCAL DESIGNATION</b> RECORDS OFFICER (ARCHIVES)	
<b>DIVISION:</b> CORPORATE AFFAIRS & GENERAL ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b> LIBRARY AND RECORDS MANAGEMENT	<b>IMMEDIATE SUPERVISOR</b> MANAGER RECORDS GR. 17	<b>POS. NO.</b> DJAGLR. 03
<b>SECTION:</b> RECORDS	<b>LOCATION:</b> WAIGANI	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
OASTB: 1/100	1 <sup>ST</sup> NOVEMBER 2000	RENUMBERED
OASTB: 1/100	16 <sup>TH</sup> NOVEMBER 2000	NO CHANGE
HRM 8.1.20/IMB: 11/ 08	26 NOVEMBER 2008	HRM 8.1.20/IM: 31/13
HRM 8.1.20/IMB: 05/10	31 MAY 2010	NO CHANGE
HRM 8.1.20/IM: 31/13	31 <sup>ST</sup> MARCH 2013	RECLASS
HRM 8.1.20/LR:09/24	09 APRIL 2024	REVISED

**2. PURPOSE**

The Library and Records Management Branch provides the administrative support services of legal library and records management, to the Department of Justice and Attorney General. The Branch ensures that all required legal materials are acquired, distributed & made available; the safe-keeping & security of organizational records are met; and information & communications technology services are fully functional.

The role of the Assistant Records Officer (Archives) is to coordinate with each branch/Office information management Officers to endure effective systems and processes for the management of all archival, legal and administrative files and reports are maintained and controlled within the Department's records management policy & processes.

**3. DIMENSIONS**

This position reports directly to the Manager-Record and ensures that all Departments Closed records are preserved following proper Records Management principalities and processes using the right condition and current IT infrastructure

**4. PRINCIPAL ACCOUNTABILITIES**

- Assisting the senior Records Officer (Archives) at auditing, listing and appraising of closed records of their final destinations per the Closed Records Retention & disposal Guideline.
- Entries of archival records information into the Archival database and packing/storage of hardcopies at the retention area and by keeping electronic records at the server and backup hard drives.
- Facilitate acquisition, preservation, arrangement, descriptions and access to archival resources.

## 5. MAJOR DUTIES

- Maintain and update the statistical and archival data base systems
- Participate in carrying out records listing for file disposal and retention schedule
- Ensure that all correspondences within the Department are managed properly
- File away all correspondences properly in their respective files
- Provide statistical reports to the Manager, Records as required
- Collect and deliver Departmental mail in a timely fashion
- Provide hands on technical mentoring role for subordinate staff
- Report to the Manager Records
- Perform the duties of Records Officer (Current) or Records Officer (Archives) as required
- Perform all other duties as directed in consistent with the above

## 6. NATURE AND SCOPE

Identify and maintain different forms of records within the Department and Offices located in the provinces that are valuable as a result retention and disposal process in order to ascertain the closed records that are qualified to be preserved permanently.

### 6.1 WORKING RELATIONSHIP

#### (a) INTERNAL

- Report to Manager Records on all operations of the Records Section
- Liaise with all information management officers of legal policy units, including the State Solicitor, Solicitor General and the Executive Services Branch
- With subordinates of the Records section (in providing leadership; to mentor them)

#### (b) EXTERNAL

- National Statistical Office
- National Library and Archives Services
- Post PNG
- Liaise with other National Agencies on Records matters as required

### 6.2 WORK ENVIRONMENT

Position is technical nature however is also administrative as well due to the process and tasks involved in transferring of closed records from respective Branches to Central Registry involves, movement of boxes to storage areas and disposal were exposure to sun, heat when disposal of records

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### ➤ RULES/PROCEDURES

- National Archives Act,
- Public Service General Order,
- Public Services Management Act
- Public Finances Management Act
- DJAG Records Management Manual & Retention & Disposal Policy.

➤ **DECISION** – pertaining to the retention and preservation of the valuable files or records of the Department

➤ **RECOMMENDATIONS** –

- relating to the appropriate and best practice adopted by the Department on permanent storage of valuable records for future information purposes

## **8. CHALLENGES**

The job is a very challenging due to various tasks involved in the preservation processes such as auditing, sorting and classification before the need for physical storage is considered. Also, it may be challenging for resources in archival collection that may be prone to natural deterioration just like other documents – exposure to light, humidity and insects that may cause damage etc.

## **9. PERSON AND POSITION SPECIFICATIONS:**

### **(a) QUALIFICATIONS**

- Appropriate qualification in records & archives management or equivalent experience
- Degree in Library and Communication Science from a recognized University

### **(b) KNOWLEDGE & SKILLS**

- Must have experience in the effective management of records and files within a complex and confidential environment
- Strong PC and electronic based system skills, including data-base management
- Proven records management skills and a track record for providing high quality service delivery to stakeholders and users
- Must have high standards of work values, attitudes, have desire to learn and be prepared to work long hours
- Excellent organizational & Time Management Skills
- Works well independently & a Team player

### **(c) EXPERIENCES**

- Minimum of 3 years of work experience in related fields