



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

	SEQ. NO: 0000253294	POS. NO. DJAGLR. 20
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION RECORDS OFFICER (GENERAL) GR. 11	
OFFICE/AGENCY:	LOCAL DESIGNATION RECORDS OFFICER (GENERAL)	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: LIBRARY AND RECORDS MANAGEMENT	IMMEDIATE SUPERVISOR MANAGER RECORDS GR. 17	POS. NO. DJAGLR. 03
SECTION: RECORDS	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OASTB: 1/100	1 ST NOVEMBER 2000	RENUMBERED
OASTB: 1/100	16 TH 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 ST 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 Records Officer (General) is to maintain and control the organization's mailing system and the courier mailing services and other related duties in ensuring that the registry is providing the fullest possible mailing services.

3. DIMENSIONS

This position reports directly to the Manager - Records, ensure all entire Departments mailings are delivered on timely basis, must be up to date with registering and maintaining of incoming and going mailing.

4. PRINCIPAL ACCOUNTABILITIES

- ❖ Ensure that the registry is providing the fullest possible records service and that action officers are contributing to the efficiency of the Records services by carefully observing instructions laid down for control of correspondences, registers and records storages
- ❖ Implementation of Corrective Measures and create records management control mechanisms for the current records of files,
- ❖ Undertake Current Records Inspection Visitations and compile reports with recommendation to the Manager – Records & Archives,
- ❖ Ensure Information Officers or Executive Assistants are trained on proper records keeping practices are observed and followed through

- ❖ Supervise junior staff of the Record Section

5. MAJOR DUTIES

- ❖ Develop and maintain appropriate statistical data systems
- ❖ Register all new files created and update the index accordingly both in manual and electronic system,
- ❖ Assist in developing and implementing up to date filing registry for each branch to keep up breast with Records Keeping standards and practices
- ❖ Ensure that all correspondences within the Department are managed properly
- ❖ Assist Manager Records in the training & development of Records staff and also staff within DJAG
- ❖ Provide appropriate reports to the Manager Records as required
- ❖ Supervise junior staff so that the Department's mail is sorted and delivered in a timely fashion
- ❖ Maintain manual and electronic record storage and tracking systems as required
- ❖ Provide hands on technical mentoring role for subordinate staff
- ❖ Perform the duties of the Record Officers (Archives) or Record Officers (General) as required
- ❖ Perform all other duties as directed in consistent with the above

6. NATURE AND SCOPE

Assist the Senior Records Officer -General, ensures to deliver mails at Post Office and pick up incoming mails for the entire Department, assist tracking of urgent mails/Parcel dispatch to Provincial Officers.

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

- Post PNG
- Liaise with other National Agencies on Records matters as required

6.2 WORK ENVIRONMENT

More administrative but at times procedural due to 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 –**
administration of mailing and postage within the section
- **RECOMMENDATIONS**
done within the branch for the improvement and on-going mailing

8. CHALLENGES:

Financial issues pertaining to maintenance of the postages, purchase of stamps and EMS Services. These services should be extended to Offices at the Provincial Level to be aware and have access to these services.

9. PERSON AND POSITION SPECIFICATIONS

(a) QUALIFICATION

- Grade twelve (12) Qualifications,
- Diploma /Certificate in Records and Archives Management or equivalent experience
- Degree in Library and Communication Science from a recognized University
- Appropriate qualification in records management or equivalent experience

(a) KNOWLEDGE & SKILLS

- Must have knowledge in the effective management of mailing services within a complex and confidential environment
- Strong PC and electronic based system skills, including mailing data-base management
- Have a track record for providing high quality service to the DJAG offices
- Must have high standards of work values, attitudes, have desire to learn and be prepared to work long hours
- High standard of written and oral communication skills
- Excellent organizational and Time Management Skills

(b) WORK EXPERIENCE

- Minimum of 3 years of work experience in related fields