



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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| AGENCY: Department of Justice & Attorney General | SYS. POSN. NO: 0000251308 | REF. NO: DJAGLR.24 |
| | DESIGNATION/CLASSIFICATION: RECORDS OFFICER – CURRENT GR. 12 | |
| DIVISION: (CORPORATE AFFAIRS & GENERAL ADMINISTRATION) | LOCAL DESIGNATION: RECORDS OFFICER – (CURRENT) | |
| BRANCH: LIBRARY & RECORDS MANAGEMENT | REPORTING TO: RECORDS MANAGER -GR 17 | SYS. POS. NO: DJAGLR 03 |
| SECTION: RECORDS | LOCATION: WAIGANI | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|------------------------|--------------------------------|----------------------|
| OASTB: 1/100 | 1 ST NOVEMBER 2000 | VARY/PREFIX, RENO |
| OASTB: 1/100 | 16 TH NOVEMBER 2000 | REDES, RECLASS, RENO |
| HRM 8.1.20/IMB: 11/ 08 | 26 NOVEMBER 2008 | REDES, RECLASS |
| HRM 8.1.20/IMB: 05/10 | 31 MAY 2010 | NO CHANGE |
| HRM 8.1.20/IM: 31/13 | 31 ST MARCH 2013 | NO CHANGE |
| 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 Records Officer is responsible for performing specialized clerical duties that relates to Records keeping; managing information services and responding to client queries by retrieving information both in hard and digital formats.

3. DIMENSIONS

This position reports directly to the Manager – Records and also assist the Senior Records Officer -Current to ensure all entire Departments current records is kept up to date with active records filing system and maintenance of proper registers

4. PRINCIPAL ACCOUNTABILITIES

- Ensure DJAG users are served or provided with prompt and timely information services
- Maintain uniformity and accurate record keeping services in accordance with the Records Management Policy
- Provide guidance and awareness of aids that will assist the Department's records keeping business that is in compliant with records management requirements and Records Management Policies/procedures
- Ensure DJAG Files/Records are reviewed and classified for easy retrieval purposes

5. MAJOR DUTIES

- Ensure that all classified files/records are systemically organized and filed stored appropriately
- Provide customer service to the department users requiring information in both paper and electronic filing systems

- Research records upon request and maintain logs of requests by tracking the movement of files and information through schedules to ensure no records are lost or misplaced and that they are returned when borrowed
- Update records onto the Records Database and make sure the process is thoroughly completed
- Maintain manual and electronic record storage and tracking systems as required
- Perform the duties of the Record Officers (Current) or Record Officers (General) as required

6. NATURE AND SCOPE

Ensure to carry out Active/Current Records activities at the Head Quarters and Provincial Offices by providing assistance to the Information Management Officers and Executive Assistants on the best records keeping principalities/practices.

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

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

➤ DECISION

- -- mainly with handling of active records

➤ RECOMMENDATIONS - proper facilities for storage of records & Basic Records Management Training.

8. CHALLENGES

Is involves a lot of analyzing and categorizing of records through the processing of indexing.

9. PERSON AND POSITION SPECIFICATIONS:

(a) QUALIFICATIONS

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

(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
- High standard of written and oral communication skills
- Good organizational and Time Management Skills
- Must be detailed orientated and self-motivated

(c) EXPERIENCE

- Minimum (2) Two years of work experience in related fields