

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

	SEQ. NO: 0000253297	POS. NO. DJAGLR. 25
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION RECORDS DATA ENTRY OFFICER GR. 12	
OFFICE/AGENCY:	LOCAL DESIGNATION	
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 Data Entry Officer is to collect and organize data/information for input into the Records Database system for all DJAG files rendered to the Section

3. DIMENSIONS

This position reports directly to the Manager – Records and involves all closed records and process of entering data onto the database and maintaining an updated register of all closed records by the Records Section.

4. PRINCIPAL ACCOUNTABILITIES

- Responsible for arrangement and organization of data for storage into the database
- Responsible for maintaining accurate and up-to-date records of all the data entered on the databases
- Ensure that the information is complete, error-free, and properly organized, which is essential for effective decision-making and operations within an organization
- Manage and maintain effective record keeping, organizing of DJAG data or files to collect and keep up information date information for future preservation and storage purposes

5. MAJOR DUTIES

- Identify and assess required information or data source in preparation for data entry that is in accordance to classified records fields
- Compile, verify accuracy and sort information according to priorities to prepare source data storage in their respective destinations
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Enter and verify data captured on the Records database & Common local drives
- Review and update records when changes occur within and as required by the department/branches responsible
- Track documents received, deadline, and completion dates for dissemination of information
- Research and obtain further information for incomplete documents
- Respond to user queries for information and access to relevant files upon requests
- Provide reports to the Manager – Records when required
- Perform the duties of the Record Officer (Current) or Records Officer (General) & Records Officer (Archives) as required
- Perform all other duties as directed in consistent with the above

6. NATURE AND SCOPE

Job is based within the branch and the main task includes the process of entering data and updating information relating to all the audited closed records onto the database as well as to maintain an updated register of all records.

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

- Data entry task is a technical skills job that mainly involves in the direct inputting of data onto the database

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

- **DECISIONS**
 - are done by the Management which is based on the Records Management Policy and processes
- **RECOMMENDATIONS –**
 - will be based on the improvement and upgrade of the database system to keep abreast with the evolving IT development

8. CHALLENGES

The database and the different records that needs to be verified and then entered on the database. Job is time consuming an require high level of accuracy, attention to details and the ability to remained focus through the data entry process

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(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

Experience

- Minimum of 3 years of work experience in related fields