



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>DEPARTMENT:</b> Justice & Attorney General	<b>SEQ. NO:</b> DJAGPC.15	<b>POS. NO:</b> DJAGPC.15
<b>OFFICE/AGENCY:</b> Office of the Public Curator and Official Trustee	<b>DESIGNATION/CLASSIFICATION:</b> Estate Officer (Southern), Grade 12	<b>LOCAL DESIGNATION:</b> Estate Officer
<b>DIVISION:</b> Corporate Affairs & General Administration	<b>HIGHEST SUBORDINATE:</b> None	<b>IMMEDIATE SUPERVISOR:</b> Senior Estate Officer (Southern), Grade 14
<b>POS. NO:</b> DJAGPC.17	<b>SECTION:</b> Estate Administration	<b>LOCATION:</b> Waigani

## HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB: 1/100	1st November 2000	Created
OASTB: 1/100	16th November 2000	No Change
HRM 8.1.20/PT: 11/08	26 November 2008	Reclassified
HRM 8.1.20/PT: 31/13	31st March 2013	Reclassified
HRM 8.1.20/PT: 19/24	19TH AUGUST 2024	REVISED

## 2. PURPOSE

The Office of the Public Curator and Official Trustee is a statutory office of the State. The Public Curator is responsible for the administration of deceased estates, minors' property, and the property of persons adjudged insolvent or certified to be insane.

The role of the Estate Officer (Southern) is to support the Senior Estate Officer in managing the administration of estates, ensuring that all processes are followed correctly and that the beneficiaries' needs are met in a timely and accurate manner.

## 3. DIMENSIONS

- **Staff Supervision:** None

- **Financial Responsibility:** Ensures accurate requisition of funds and verifies their availability.
- **Assets:** Responsible for the management and accuracy of estate files.

#### **4. PRINCIPAL ACCOUNTABILITIES**

- Ensure that all beneficiary claims are properly verified, and that the appropriate forms are accurately completed by the estate officers.
- Confirm the availability of funds with the Reconciliation Officer before processing any requisitions.
- Ensure that data is accurately entered on requisition forms for approval and submission.

#### **5. MAJOR DUTIES**

- Verify the accuracy of estate information.
- Coordinate with the Reconciliation Officer to confirm the availability of funds.
- Raise and process requisitions for approval.
- Perform other duties as directed, consistent with the responsibilities outlined above.

#### **6. NATURE AND SCOPE**

##### **6.1 REPORTING AND WORK RELATIONSHIPS – INTERNAL**

- Reports to the Senior Estate Officer (Southern).
- Liaises with the Finance Manager for requisition processing and approval.

##### **6.2 WORK RELATIONSHIPS – EXTERNAL**

- Liaises with all Regional Estate Officers on matters related to estate administration.

#### **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

The Estate Officer must operate within the constraints of public sector legislation, departmental policies, and the statutory obligations of the Public Curator. Decisions regarding the administration of estates must comply with relevant laws and be endorsed by the Senior Estate Officer.

#### **8. CHALLENGES**

The primary challenge in this role is ensuring that all estate administration processes are conducted efficiently, accurately, and in compliance with legal and procedural requirements while managing multiple cases simultaneously.

#### **9. QUALIFICATIONS, EXPERIENCES, AND SKILLS**

**a) Qualifications:**

- Satisfactory completion of Grade 12 or possession of a Public Service Higher Certificate, or other educational qualifications as deemed acceptable by the Public Curator and Secretary of Justice.

**b) Knowledge:**

- Strong knowledge of double-entry bookkeeping and accounting principles.

**c) Skills:**

- High standard of oral and written communication skills.
- Proficiency in MS Office and other word processing software.
- Strong attention to detail and organizational skills.

**d) Experience:**

- At least five (5) years of experience in accounts work, preferably in a role related to estate administration.