



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Justice & Attorney General	SEQ. NO: DJAGPC.39	POS. NO: DJAGPC.39
OFFICE/AGENCY: Office of the Public Curator and Official Trustee	DESIGNATION/CLASSIFICATION: Administration Officer, Grade 12	LOCAL DESIGNATION: Administration Officer
DIVISION: LEGAL	HIGHEST SUBORDINATE: None	IMMEDIATE SUPERVISOR: Office Manager, Grade 16
POS. NO: DJAGPC.45	SECTION: [To be specified]	LOCATION: Boroko, NCD

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PC: 31/13	31st March 2013	Reclassified
HRM 8.1.20/PC: 19/24	19 AUGUST 2024	REVISED

2. PURPOSE

The Office of the Public Curator 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 Administration Officer is responsible for ensuring the smooth day-to-day operations of the headquarters office. This role also involves assisting with administrative duties and supporting officers under supervision to ensure efficient office management.

3. DIMENSIONS

- **Staff Supervision:** Oversees junior officers.
- **Financial Responsibility:** Ensures cost-effective management of logistics and office utilities.
- **Assets:** Responsible for the proper management of office fixtures and ensuring compliance with occupational health and safety standards.

4. PRINCIPAL ACCOUNTABILITIES

- Coordinate with line officers to align administrative and operational duties for the efficient operation of the office.
- Implement cost-effective measures for managing daily operational expenses, including logistics and office utilities.
- Ensure the proper management of office structural fixtures in compliance with occupational health & safety standards.

5. MAJOR DUTIES

- Manage the office and junior officers, ensuring compliance with required standards.
- Oversee the proper use of office vehicles.
- Ensure the overall cleanliness and maintenance of the office building and fixtures.
- Maintain the security and safety of office property and staff.

6. NATURE AND SCOPE

6.1 REPORTING AND WORK RELATIONSHIPS – INTERNAL

- Reports to the Office Manager.
- Liaises with the Deputy Public Curator (Policy & Administration).
- Collaborates with other line officers.
- Coordinates with Accounts section personnel.

6.2 WORK RELATIONSHIPS – EXTERNAL

- Liaises with Regional Public Curators to ensure uniformity and conformity across offices.
- Works with counterparts from other branches of the department to promote collaboration and cohesiveness.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The Administration Officer must operate within the constraints of public sector legislation, departmental policies, and the statutory obligations of the Public Curator. Decisions related to office management must comply with relevant laws and be endorsed by the Office Manager.

8. CHALLENGES

The primary challenge in this role is to manage the day-to-day operations efficiently while ensuring compliance with policies and standards. This includes balancing administrative duties with the need to support other officers and managing multiple tasks simultaneously.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

a) Qualifications:

- Diploma in Administrative Studies.
- Proficient in the use of computers and accounting software.

b) Knowledge:

- In-depth knowledge of the Public Service (Management) Act, General Orders, and other relevant government legislation.

c) Skills:

- Strong oral and written communication skills.
- Proven administrative and supervisory skills.
- Basic accounting and analytical skills to balance and reconcile accounts.
- Strong public relations and interpersonal skills for handling dynamic conflict situations.
- Managerial and administrative skills to support the Public Curator in performing statutory duties effectively at the regional level.

d) Experience:

- More than two (2) years of experience in a similar administrative field.