



PAPUA NEW GUINEA PUBLIC SERVICE

1. IDENTIFICATION

DEPARTMENT: Justice & Attorney General	SEQ. NO: DJAGPC.91	POS. NO: DJAGPC.91
OFFICE/AGENCY: Office of the Public Curator and Official Trustee	DESIGNATION/CLASSIFICATION: Office Attendant – Grade 07	LOCAL DESIGNATION: Office Attendant - Lae
DIVISION: LEGAL	HIGHEST SUBORDINATE: None	IMMEDIATE SUPERVISOR: Office Manager – Grade 16
POS. NO: DJAGPC.31	SECTION: ADMINISTRATION	LOCATION: Lae, Morobe Province

HISTORY OF POSITION

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

2. PURPOSE

The Office Attendant - Lae is responsible for maintaining the cleanliness and hygiene of the office environment in Lae. This includes general cleaning duties, proper waste management, and ensuring that the office is a safe and pleasant place for staff and visitors. The Office Attendant also supports the Office Manager with additional tasks as required.

3. DIMENSIONS

- **Staff Supervision:** None.
- **Financial Responsibility:** None.
- **Assets:** Responsible for maintaining and properly using cleaning equipment and supplies.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the office environment is clean, safe, and presentable at all times.

- Use appropriate cleaning agents and techniques to maintain hygiene, especially in common areas like restrooms.
- Adhere to Occupational Health & Safety (OH&S) standards to minimize risks in the workplace.
- Communicate effectively with the Office Manager and other staff to address cleanliness and maintenance issues promptly.

5. MAJOR DUTIES

- Perform daily cleaning tasks in and around the office, including sweeping, mopping, dusting, and waste removal.
- Apply air fresheners and deodorants to maintain a pleasant atmosphere in the office.
- Dispose of waste and manage recycling in accordance with office policies.
- Report any maintenance issues or health hazards to the Office Manager immediately.
- Assist with other office duties as directed by the Office Manager, such as arranging furniture for meetings or managing inventory of cleaning supplies.

6. NATURE AND SCOPE

6.1 REPORTING AND WORK RELATIONSHIPS – INTERNAL

- Reports directly to the Office Manager.
- Liaises with the Deputy Public Curator & Official Trustee (Administration) as required.

6.2 WORK RELATIONSHIPS – EXTERNAL

- Liaises with suppliers for cleaning chemicals and equipment.
- Coordinates with relevant external organizations for waste disposal and other maintenance services.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The Office Attendant - Lae must operate within the guidelines of the Office of the Public Curator and Official Trustee, adhering to the departmental policies and OH&S standards. The role requires attention to detail and a commitment to maintaining high standards of cleanliness and safety.

8. CHALLENGES

The key challenge for the Office Attendant - Lae is to ensure the office remains clean and hygienic while managing any maintenance issues that arise. The role also requires the ability to respond quickly to urgent cleaning or maintenance tasks while maintaining a routine schedule.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

a) Qualifications:

- Completion of Grade 10 or higher education.
- Additional qualifications in OH&S or related courses are advantageous.

b) Knowledge:

- Knowledge of appropriate cleaning chemicals and their safe application.
- Familiarity with basic OH&S principles.

c) Skills:

- Ability to maintain high professional work standards and display custodianship over office environment.
- Strong attention to detail and the ability to identify potential health hazards.
- Punctuality, honesty, and reliability in fulfilling responsibilities.
- Good communication skills for reporting and coordinating with office staff.

d) Experience:

- Minimum of 2-3 years of experience in a similar role, with a proven track record of maintaining a clean and safe work environment.