



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Justice & Attorney General	SYS. POSN. NO:	REF NO: DJAGAF.02
OFFICE:	DESIGNATION/CLASSIFICATION: Manager Assets & Operations Gr. 17	
DIVISION: Corporate Affairs & General Administration	LOCAL DESIGNATION:	
BRANCH: Assets & Facilities Management	REPORTING TO: Executive Manager Assets & Facilities Management Gr. 19	REF NO: DJAGAF.01
SECTION: Assets & Operations	LOCATION: 4 Mile, NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30 th APRIL 2014	REVISED
HRM 8.20/AF: 21/15	21 st APRIL 2015	REDES, RECLASS

2. PURPOSE

Assets & Facilities Management is responsible in ensuring that all key activities, projects and/or contracts are closely monitored to ensure value for money. The Branch itself also overlooks the area of security operations to safeguard staff, assets and facilities belonging to the department.

The role of the Manager Assets & Operations is responsible for coordinating and administering the Assets & Operations section and to ensure that all assets belonging to the department are well maintained in a conducive environment.

3. PRINCIPLE ACCOUNTABILITIES

- Manage the Assets & Operations section effectively and efficiently.
- Ensure that all assets belonging to the department are well maintained and safe to work with/in.
- Create and/or review existing policies in place and to ensure that it is kept up to date.

- Report any incidents/accidents to the Executive Manager Assets & Facilities Management involving assets belonging to the department.

4. MAJOR DUTIES

- Ensure that all department's assets are safe guarded and in good working conditions.
- Manage the usage of all assets and ensure that they are well looked after under the custody of officers.
- Ensure that all filing records of purchases and contracts are recorded and kept in a safe place.
- Ensure that office complexes are clean and regularly maintained.
- Ensure that all fleets belonging to the department are maintained and are in good running conditions with regular service.
- Prepare budget and costing for the Assets & Operations section.
- Prepare reports and submit to Executive Manager Assets & Facilities Management regarding the assets and operations section.
- Report any incidents/and or accidents to Executive Manager Assets & Facilities Management during and after official hours involving the department's assets.
- Review any policies within the assets and operations section.
- Perform other duties directed by the Executive Manager Assets & Facilities Management.

5. NATURE AND SCOPE

5.1 WORKING RELATIONSHIP

a) Internal

- Executive Manager Assets & Facilities Management
- Deputy Secretary Corporate Affairs & General Administration, Justice Administration and Legal Policy.
- Secretary
- Other Branch Heads, Managers and Officers within the department.

b) External

- Local vehicle Motors.
- Local contractors in Building and Maintenance.
- Land and Housing Projects (SHOS)

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

- Masters in Engineering from any recognized Institution.

b) Knowledge, Skills & Experience

- Possess exceptional knowledge in the field of Engineering and Building maintenance.
- Wide knowledge in the area of fleet operations.

- Must have good knowledge in the Public Finance (Management) Act and the Public Service General Orders.
- Excellent oral and written communication skills.
- Must be able to quickly identify any faults in the department's assets.
- Must have at least 10 years of experience in a similar field.