



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Justice & Attorney General	<b>SYS. POSN. NO:</b>	<b>REF NO:</b> DJAGAF.57
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Security Guard (Alotau) Grade 09	
<b>DIVISION:</b> Corporate Affairs & General Administration	<b>LOCAL DESIGNATION:</b>	
<b>BRANCH:</b> Assets & Facilities Management	<b>REPORTING TO:</b> Provincial Offices Coordinator Gr. 14	<b>REF NO:</b> DJAGAF.94
<b>SECTION:</b> Assets & Facilities	<b>LOCATION:</b> Mt. Hagen, WHP	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30 <sup>th</sup> APRIL 2014	CREATE

#### 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 purpose of the Office Attendant (Mt. Hagen) is to assist and maintain a healthy working environment of the office area in Mt. Hagen, WHP.

#### 3. PRINCIPLE ACCOUNTABILITIES

- To ensure cleanliness of the office premises both interior and exterior.

#### 4. MAJOR DUTIES

- Ensure all offices including security office are clean and tidy at all times
- Ensure to maintain cleanliness of toilet blocks
- Ensure the flower gardens car park and outside area of office are clean and tidy at all times
- Ensure the corridors are clean and tidy at all times
- Ensure to maintain cleanliness of windows, glasses and walls are clean at all times.

- Perform other duties as directed.

## **5. NATURE AND SCOPE**

### **5.1 WORKING RELATIONSHIP**

#### **a) Internal**

- Report to the Provincial Offices Coordinator.

#### **b) External**

- NIL

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

### **a) Qualifications**

- Grade 10 High School Certificate.

### **b) Knowledge**

- Wide knowledge of office cleanliness and use of cleaning detergents.

### **c) Skills**

- Ability to provide cleaning services interior and external.
- High level of communication skills and garden maintenance.

### **d) Experience**

- At least five (5) years of experience in a similar field.