



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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|---|---|-------------------------------|
| | SEQ. NO: 0000251307 | POS. NO. DJAGLR. 06 |
| DEPARTMENT: JUSTICE & ATTORNEY GENERAL | DESIGNATION/CLASSIFICATION SENIOR RECORDS OFFICER (DIGITIZATION) GR. 15 | |
| OFFICE/AGENCY: | LOCAL DESIGNATION SENIOR RECORDS OFFICER (DIGITIZATION) | |
| DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION | HIGHEST SUBORDINATE | POS. NO. |
| BRANCH: LIBRARY AND RECORDS MANAGEMENT | IMMEDIATE SUPERVISOR MANAGER RECORDS GR. 17 | POS. NO. DJAGLR. 03 |
| SECTION: RECORDS | LOCATION: WAIGANI | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|------------------------|--------------------------------|----------------|
| OASTB: 1/100 | 1 ST NOVEMBER 2000 | RECLASS |
| OASTB: 1/100 | 16 TH NOVEMBER 2000 | NO CHANGE |
| HRM 8.1.20/IMB: 11/ 08 | 26 NOVEMBER 2008 | REDES, RECLASS |
| HRM 8.1.20/IMB: 05/10 | 31 MAY 2010 | NO CHANGE |
| HRM 8.1.20/IM: 31/13 | 31 ST MARCH 2013 | NO CHANGE |
| HRM 8.1.20/LR: 09/24 | 09 MARCH 2024 | REVISED |

2. PURPOSE

The Library and Records Management Branch provides the administrative support services of legal library and records management, to the Department of Justice and Attorney General. The Branch ensures that all required legal materials are acquired, distributed & made available; the safe-keeping & security of organizational records are met; and information & communications technology services are fully functional.

The role of the Senior Records Officer (Digitization) is to ensure files or documents are cleansed and are arranged in order for scanning process to take place and converted or scanned into the electronic medium of the closed legal and administrative records.

3. DIMENSIONS

This position reports directly to the Manager – Records on the overall operations of all Dept records recommended for scanning or digitalization and how files are being stored safely. Also constantly liaising with Information Communication Technology Branch for compatibility, accessibility and security of e-copy records.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure that the digitization work provides the fullest possible retrieval services to the stakeholders and strictly to the authorized DJAG officers & offices.
- Compile cleansing & scanning statistics and saving them into the server and backup hard drives,
- Participate in initiating, tracking, archiving and disposing of the Department's files and records
- Supervise the Assistant Digitization officer
- Report to the Manager – Records

5. MAJOR DUTIES

- Develop and maintain appropriate digitization statistical report and master registers of all scanned files
- Carry out hyper linking activities of all closed records scanned at the Archival database
- Proper access to all digitized copies of the files that are in its correct format and for easy access
- Ensure that all closed records of files are scanned and saved to the server and back up hard drives,
- Assist Manager Records in the training & development of Records staff and also staff within DJAG
- Provide cleansing & digitized statistical appropriate reports to the Manager Records as required,
- Supervise junior staff so that the Department's mail is sorted and delivered in a timely fashion
- Maintain manual and electronic record storage and tracking systems as required
- Provide hands on technical mentoring role for subordinate staff
- Perform the duties of the Assistant Record Officer (Current) or Records Officer (General) as required
- Perform all other duties as directed in consistent with the above

6. NATURE AND SCOPE

Work within the Branch mainly to do scanning/ digitalization of closed records selected for scanning as in accordance with recommendations by respective Branches.

6.1 WORKING RELATIONSHIP

(a) INTERNAL

- Report to Manager Records on all operations of the Records Section
- Liaise with all information management officers of legal policy units, including the State Solicitor, Solicitor General and the Executive Services Branch,
- With subordinates of the Records section (in providing leadership to mentor them
- ICT Branch
- Provincial Offices outside of Head Quarters

(b) EXTERNAL

- Post PNG
- Liaise with other National Agencies on Records matters as required

6.2 WORK ENVIRONMENT

This position is more administrative hereby involves handling of scanners and working closely with internal storage drives via records database providing accurate data and accessibility.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

➤ RULES/PROCEDURES

- National Archives Act,
- Public Service General Order,
- Public Services Management Act
- Public Finances Management Act
- DJAG Records Management Manual & Retention & Disposal Policy.

➤ DECISION

All decisions are carried out internal within the Branch in accordance with set Records Management practices

➤ RECOMMENDATIONS

- Upgrades or improvement on databases and on electronic filing system

8. CHALLENGES

It is a challenging job because it requires relevant resources and someone who is knowledgeable and understands the transition of raw data before converting to electronic format by following records process and ensuring all records are accurate.

9. PERSON AND POSITION SPECIFICATIONS:**(a) QUALIFICATIONS**

- Appropriate qualification in records management or equivalent experience
- Degree in Library and Communication Science from a recognized University

(b) KNOWLEDGE & SKILLS

- Must have experience in the effective management of records and files within a complex and confidential environment
- Strong PC and electronic based system skills, including data-base management
- Proven records management skills and a track record for providing high quality service delivery to stakeholders and users
- Must have high standards of work values, attitudes, have desire to learn and be prepared to work long hours
- Excellent Organizational and Time Management Skills
- Team Player and works well independently

(c) WORK EXPERIENCE

- Minimum of 3 or more years of work experience in related fields