



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000250132	REF. NO: DJAGLR. 07
OFFICE: <i>(Name of Office if it is none of the above)</i>	DESIGNATION/CLASSIFICATION: SENIOR LIBRARY OFFICER GR. 14 (LEGISLATION)	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: SENIOR LIBRARY OFFICER (LEGISLATION)	
BRANCH: LIBRARY & RECORDS MANAGEMENT	REPORTING TO: EXECUTIVE MANAGER LIBRARY & RECORDS MANAGEMENT - GR 19	SYS. POS. NO: REF. NO: DJAGLR.01
SECTION: LIBRARY	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OASTB: 1/100	1 ST NOVEMBER 2000	VARY/PREFIX RENO
OASTB: 1/100	16 TH NOVEMBER 2000	RENO
HRM 8.1.20/IMB: 11/ 08	26 NOVEMBER 2008	RECLASS
HRM 8.1.20/IMB: 05/10	31 May 2010	REDES, RECLASS
HRM 8.1.20/IM: 31/13	31 ST MARCH 2013	NO CHANGE
HRM 8.1.20/IM: 09/24	09 APRIL 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.

The role of the Library Officer is to maintain and update the entire National and Provincial laws of the country in accordance with changes made by the PNG National Parliament.

3. DIMENSIONS

The Library Officer reports to the Manager Library. Soley responsible for updating of all PNG legislation with current amendments, gazettes etc. It is one of the most important roles within the branch for purposes providing up to date, relevant and current legal information to lawyers for advice or litigation work.

4. PRINCIPLE ACCOUNTABILITIES

- ❖ Ensure proper compilation, maintenance, storage, and circulation of all legislation files
- ❖ Ensure proper maintenance and storage of all current and the repealed legislation files and loose copies of acts and gazettes
- ❖ Maintain and update legislation files and resources with current changes in accordance to relevant government authorizes
- ❖ Report to the Deputy Librarian and Manager – Library

5. MAJOR DUTIES

- ❖ Compile, update and maintain effective legislation files of all legislation currently in force for use within the Department without delay
- ❖ Attend promptly to all user requests for assistance and research legal topics of interest
- ❖ Maintain and control an effective legislation files circulation system
- ❖ Liaise with Office of the Legislative Counsel, National Parliament and Provincial Governments to obtain copies of all enacted National and Provincial legislations
- ❖ Scan all hard copies of gazettes, legislation and regulation and place on common folders
- ❖ Organize and maintain all current and back copies of acts and gazettes and repealed legislation files in a proper alphabetical or chronological order
- ❖ Maintain a proper record of history of all legislation including all gazettal notices referring to each act or regulation
- ❖ Update index to PNG Laws in force regularly and prepare a list of new Acts and amendments and regulations promptly for distribution within DJAG
- ❖ Liaise with appropriate agencies to obtain copies or missing copies of acts, legislations and gazettes and other documents identified of legal interest
- ❖ Compile and update an index to the Government gazettes and prepare gazettes, acts and statutory rules for binding at the end of each year
- ❖ Notify and update core users with current information via email Provide appropriate reports to the Manager Library Services
- ❖ Perform the duties of other Library Officers as required
- ❖ Perform other duties as directed in consistent with the above

6. NATURE AND SCOPE

This position is established within the Law Library Section and reports directly to the Manager Library. Mainly responsible for the updating of principal act files with current amendments or changes once the laws are passed in Parliament.

6.1 WORKING RELATIONSHIP

(a) INTERNAL

- Report to the Manager-Library Services
- With other Departmental library staff

(b) EXTERNAL

- Have thorough knowledge of library collection development services
- Knowledge of the Government system including the Public Service and the legal system is an advantage
- Excellent organizational and time management skills
- Have good public relations skills
- Have experience in the effective management of library services, especially library cataloguing including data entry
- Strong PC and electronic based system skills, including data-base management
- Ability to adapt to changing and evolving library procedures, priorities and information technologies
- Ability to consistently apply cataloguing rules and standards appropriately
- Must have high standards of work values, attitudes, have desire to learn and be prepared to work long hours

- Must have good research skills in identifying appropriate library resources
- High standard of written and oral communication skills.

6.2 WORK ENVIRONMENT

Position is a technical and specialist job as the officer is responsible for administering or updating of PNG laws pertaining to principal act as well as do research on legal topics of interest pertaining to users' queries on a daily basis to assist lawyers of the department

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ RULES/PROCEDURES

- Public General Orders
- Public Service Management Act
- Public Finance Management Act
- DJAG Processes and procedures
- GESI Policy

▪ DECISION

- All decisions are made within the branch administration on the operations of the Law Library Section pertaining to any library improvements and the core services

▪ RECOMMENDATIONS

- Recommendations are based on the current and future changes required to improve the dissemination of information within department

8. CHALLENGES

Challenges within the job specification is based on the know how – knowledge, skills, resources, and proper tool to use to carry out the required tasks more efficiently

9. PERSON AND POSITION SPECIFICATIONS

(a) QUALIFICATIONS,

- Diploma/Degree in Library and Information Science from a recognized institution
- Appropriate qualification in library services management or equivalent experience

(b) KNOWLEDGE AND SKILLS

- Have thorough knowledge of library collection development services
- Knowledge of the Government system including the Public Service and the legal system is an advantage
- Excellent organizational and time management skills
- Have good public relations skills
- Have experience in the effective management of library services, especially library cataloguing including data entry
- Strong PC and electronic based system skills, including data-base management
- Ability to adapt to changing and evolving library procedures, priorities and information technologies
- Ability to consistently apply cataloguing rules and standards appropriately
- Must have high standards of work values, attitudes, have desire to learn and be prepared to work long hours
- Must have good research skills in identifying appropriate library resources
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(c) EXPERIENCE

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