



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

	SEQ. NO: 0000250133	POS. NO. DJAGLR. 08
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION RECORDS OFFICER (CURRENT) GR. 13	
OFFICE/AGENCY:	LOCAL DESIGNATION RECORDS OFFICER (CURRENT)	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	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
<i>(Agency Reference/File No.)</i>	<i>(Structure approved date)</i>	<i>(Record of how position has changed)</i>
OASTB: 1/100	1 ST NOVEMBER 2000	VARY/PREFIX, RENO
OASTB: 1/100	16 TH NOVEMBER 2000	REDES, RECLASS, RENO
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 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; and information & communications technology services are fully functional.

The role of the Records Officer (Current) is to coordinate with each branch/office information management officers to ensure effective systems and processes for the management of all current legal and administrative records of files are maintained and controlled within the Department's records management policy & procedures/processes.

3. DIMENSIONS

This position reports directly to the Manager - Records, ensures entire Departments current records must kept be up to date with active records filing system and maintenance of proper registers

4. PRINCIPAL ACCOUNTABILITIES

- Ensure that the registry is providing the fullest possible records service and that action officers are contributing to the efficiency of the Records services by carefully observing instructions laid down for control of correspondences, registers and records storages
- Implementation of Corrective Measures and create records management control mechanisms for the current records of files,
- Undertake Current Records Inspection Visitations and compile reports with recommendation to the Manager – Records & Archives,

- Ensure Information Officers or Executive Assistants are trained on proper records keeping practices are observed and followed through
- Supervise junior staff of the Record Section

5. MAJOR DUTIES

- Develop and maintain appropriate statistical data systems
- Register all new files created and update the index accordingly both in manual and electronic system,
- Assist in developing and implementing up to date filing registry for each branch to keep up breast with Records Keeping standards and practices
- Ensure that all correspondences within the Department are managed properly
- Assist Manager Records in the training & development of Records staff and also staff within DJAG
- Provide 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 Record Officers (Archives) or Record Officers (General) as required
- Perform all other duties as directed in consistent with the above

6. NATURE AND SCOPE

Ensure to carry out Active/Current Records activities at Head Quarters and Provincial Offices to assist Information Management Officers and Executive Assistants with best records keeping principalities/practices.

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)

(b) EXTERNAL

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

6.2 WORK ENVIRONMENT

More administrative but at times procedural due to movement of boxes to storage areas and disposal were exposure to environments effects when disposal of records is carried out.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

➤ RULES/PROCEDURES

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

➤ DECISION

- Decision mainly pertaining to the handling of active records.

➤ **RECOMMENDATIONS**

- Proper facilities for storage of records & Basic Records Management Training.

8. CHALLENGES

Is involves a lot of analyzing, categorizing and physically sorting of records under various indexes following of records & archives processes to identify the file or records destination.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) QUALIFICATIONS

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

(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
- High standard of written and oral communication skills
- Good organizational and time management skills
- Work well in a team and independently

(c) WORK EXPERIENCE

- Minimum of 3 years of work experience in related fields