

**PAPUA NEW GUINEA PUBLIC SERVICE****1. IDENTIFICATION**

DEPARTMENT: Justice & Attorney General	SEQ. NO: DJAGPC.76	POS. NO: DJAGPC.76
OFFICE/AGENCY: Office of the Public Curator and Official Trustee	DESIGNATION/CLASSIFICATION: Office Attendant – Grade 07	LOCAL DESIGNATION: Office Attendant - KOKOPO
DIVISION: LEGAL	HIGHEST SUBORDINATE: None	IMMEDIATE SUPERVISOR: Office Manager – Grade 16
POS. NO: DJAGPC.31	SECTION: ADMINISTRATION	LOCATION: KOKOPO

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PC: 31/13	31st March 2013	Created
HRM 8.1.20/PC: 19/24	19 TH AUGUST 2024	REVISED

PURPOSE OF THE JOB

The Public Curator is a statutory office of the State. The Public Curator is responsible for the administration of deceased estates, minors' property, and property of persons adjudged insolvent or certified to be insane.

The Office Attendant - Kokopo is responsible for the general upkeep and cleanliness of the office. This role ensures the maintenance of hygiene and tidiness in the office and performs additional duties as required by the Office Manager.

ACCOUNTABILITIES

- Ensure the general cleanliness and safety of the office environment.
- Use appropriate cleaning agents and maintain hygiene standards in office facilities.
- Uphold Occupational Health & Safety standards (OH&S).
- Communicate effectively with the Office Manager and staff to support a clean and healthy office environment.

MAJOR DUTIES

- Perform daily cleaning tasks within and around the office premises.
- Use appropriate air fresheners and deodorants as required.
- Remove waste and rubbish regularly.
- Report any health and safety concerns to the Office Manager.
- Carry out other office duties as assigned.

REPORTING AND WORK RELATIONSHIP – INTERNAL

- Report to the Office Manager.
- Report to the Deputy Public Curator & Official Trustee (Administration).

WORK RELATIONSHIP – EXTERNAL

- Liaise with suppliers of cleaning chemicals and supplies.
- Coordinate with relevant external bodies or organizations as needed.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Completed Grade 10 or higher with previous experience in a similar role.
- Qualifications in OH&S or related courses are advantageous.

Skills

- Maintain high professional standards and maturity in handling office fixtures and environment.
- Attention to detail and reliability.
- Punctuality and honesty in performing duties.
- Effective communication and reporting skills.

Knowledge

- Proficient in the use of cleaning chemicals and their appropriate applications.

Experience

- Minimum of 2-3 years of experience in a similar position.