



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Department of Justice & Attorney General</i>	SYS. POSN. NO: <i>0000251314</i>	REF. NO: <i>DJAGJJ.33</i>
OFFICE: <i>Juvenile Justice Service (HQ)</i>	DESIGNATION/CLASSIFICATION: <i>Driver/ Administrative Clerk / Gr.10</i>	
DIVISION: <i>Justice Administration Service</i>	LOCAL DESIGNATION: <i>Driver/ Administrative Clerk</i>	
BRANCH: <i>Juvenile Justice Services</i>	REPORTING TO: <i>Manager -Finance & Administration</i>	
REPORTING TO: POS. NO: <i>0000250733</i>	REPORTING TO: POS. REF. NO: <i>DJAGJJ.06</i>	
SECTION: <i>Administration</i>	LOCATION: <i>Waigani, NCD</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>DJAG-HRM-0-8-27</i>	<i>17th April 2025</i>	<i>Review/Revised</i>

2. PURPOSE

The Driver/Administrative Clerk ensures efficient transportation services and administrative support to the Juvenile Justice Service, contributing to the smooth operation of daily activities. This role is critical for maintaining logistical coordination, record-keeping, and compliance with departmental procedures.

- Facilitates timely transport of personnel, documents, and materials.
- Supports administrative functions to enhance office productivity.

3. DIMENSIONS

- Operates and maintains assigned vehicles..
- Supports staff members with administrative tasks.

4. PRINCIPLE ACCOUNTABILITIES

1. **Transport Coordination:** Ensure safe, timely transportation of staff and materials.
2. **Administrative Support:** Maintain records, process documents, and assist with office logistics.
3. **Compliance:** Adhere to traffic laws, departmental policies, and safety protocols.

5. MAJOR DUTIES

- Drive officials to meetings, courts, and other locations as required.
- Maintain vehicle logs, fuel records, and schedule routine maintenance.
- Assist with filing, data entry, and handling mail/deliveries.
- Monitor and replenish office supplies.
- Provide clerical support during audits or reporting periods.

6. NATURE AND SCOPE

The role operates within the Juvenile Justice Services branch, requiring coordination between field operations and headquarters. The job holder reports to the Manager - Finance & Administration and collaborates with legal, administrative, and field staff.

6.1 WORKING RELATIONSHIP

- **Internal:** Regular interaction with legal officers, finance staff, and senior management.
- **External:** Liaison with vendors, transport authorities, and partner agencies.

6.2 WORK ENVIRONMENT

- Combination of office-based tasks and field travel.
- Adherence to strict confidentiality and safety standards.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Follow Public Service Vehicle Use Policy and Financial Instructions.
- **Decision Authority:** Nil.
- **Recommendations:** Suggest vehicle maintenance or route optimizations.

8. CHALLENGES

- Balancing urgent transport requests with administrative deadlines.
- Navigating traffic conditions while ensuring punctuality and safety.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Grade 12 certificate.
- Valid driver's license (Class 3 or higher).

(b) Knowledge

- Basic vehicle maintenance.
- Office procedures and record-keeping.

(c) Skills

- Time management and organizational skills.
- Proficiency in Microsoft Office (Word, Excel).

(d) Work Experience

- 2+ years as a driver in a professional setting.
- 1+ year in administrative roles (preferred).