



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO: 0000250132	POS. NO. DJAGLR. 07
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SENIOR LIBRARY OFFICER GR. 14 (LEGISLATION)	
OFFICE/AGENCY:	LOCAL DESIGNATION LIBRARY OFFICER, GRADE 13	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE DEPUTY LIBRARIAN, GRADE 15 LIBRARY OFFICER, GR.13 LIBRARY OFFICER, GR.13 LIBRARY OFFICER, GR.13 LIBRARY OFFICER, GR.13	POS. NO. DJAGLR. 05 DJAGLR.09 DJGALR.11 DJAGLR.12 DJAGLR.14
BRANCH: <u>INFORMATION—Library and Records</u> Management (Library & Records)	IMMEDIATE SUPERVISOR MANAGER LIBRARY GR. 17	POS. NO. DJAGLR. 02
SECTION: LIBRARY	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	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

PURPOSE OF THE JOB:

The Information—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 organisational 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.

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- Ensure proper maintenance and storage of all current and the repealed legislation files and loose copies of acts and gazettes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 authorises](#)
- [Report to the Deputy Librarian and Manager – Library](#)

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, ~~and~~ 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 via email of newly received acts and gazettes](#)
- 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

REPORTING AND WORK RELATIONSHIP - INTERNAL:

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

WORK RELATIONSHIP - EXTERNAL:

- National Parliament

- Prime Minister's Dept
- Government Printing Office
- Dept of Provincial & Local Level Government
- National & Supreme Court Libraries

PERSON AND POSITION SPECIFICATIONS:

Qualifications

- Diploma or Degree in Library and information Services from a recognized ~~institution~~; institution; and
- Appropriate qualification in library services management or equivalent experience

Knowledge, Skills, & Experience

- Have knowledge of library services and the environment
- Have good public relations and customer service skills
- Familiar with different law materials and some knowledge of the general legal system of the country
- ~~Strong PC and electronic based system skills, including data base management~~ Excellent IT skills, including MS office applications (Word; Excel) & library database management systems.
- ~~_____~~
- Have 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
- Good organisational & Research skills is vital ~~essential~~ and essential
- High standard of written and ~~and~~ oral ~~oral~~ communication skills
- Excellent listening skills and attentive to detail
- ~~_____~~ Good Organizational and time management skills

Experience

- Minimum of 3 or more years of work experience in ~~a~~ related fields
- Minimum 3 years' experience in a supervisory role

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