PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	**POS. NO.** DJAGLR. 23
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	**DESIGNATION/CLASSIFICATION** LIBRARY OFFICER (INDEXING) GRADE 11	
OFFICE/AGENCY:	**LOCAL DESIGNATION** LIBRARY OFFICER	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	**HIGHEST SUBORDINATE** DEPUTY LIBRARIAN, GRADE.15 LIBRARY OFFICER GRADE, 12	**POS. NO.** DJAGLR: 05 DJAGLR: 14
BRANCH: ~~INFORMATION~~ LIBRARY AND RECORDS 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
		CREATED

PURPOSE OF THE JOB:

The ~~Information~~ Library and Records Management Branch provides the administrative support services of legal library and to the Department of Justice and Attorney General. The Branch ensures that: - all required legal materials are acquired, distributed & made available and ensure the safe-keeping & security of organisational records are met.

The role of Library Officer – Indexer is to assist with indexing of daily newspapers, hansards, gazettes and other journal articles that are relevant to the Department of Justice & Attorney General

ACCOUNTABILITIES:

- Assist in establishing and maintaining an effective newspaper clipping, Hansard, Gazettes and journal article database
- Provide access point to all reference information for the users
- Take responsibility in attending to all user queries relating to newspaper, hansards, journal articles and any other vital legal documents

- Provide appropriate, relevant and efficient reader services for head office and provincial resource centres
- Report to the Deputy Librarian

MAJOR DUTIES:

- Read, ~~review and~~review and select articles of interest containing legal content and relating to the Department of Justice & Attorney General from local daily newspapers, hansard, ~~and~~gazettes and journals
- Record and prepare materials for ~~scanning~~ scanning and filing
- Compile specific indexes requested by DJAG users
- Scan relevant newspaper articles, ~~Hansard~~hansards, gazettes and journal articles
- Assist in compiling selective subject index in accordance with client information needs
- Publish newspaper clippings, Hansard, gazettes ~~-~~ and journal article index on the intranet
- Provide appropriate reports and statistics to the immediate supervisor
- Perform other duties as directed in consistent with the above

REPORTING AND WORK RELATIONSHIP - INTERNAL:

- Report to the Deputy Librarian on all operations of the section

WORK RELATIONSHIP – EXTERNAL:

- Legal institution libraries on-shore and off-shore
- Newspaper ~~c~~Companies
- National Parliament

PERSON AND POSITION SPECIFICATIONS:

Qualifications

- Grade 12 Certificate and Diploma with experience in a similar or other related field
- Relevant work experience as an indexer;

Knowledge, Skills & Experience ~~& Skills~~

- High standard of written and oral communication skills
- Have good public relations skills with stakeholder
- Strong indexing and abstracting skills
- Knowledge of the Government system including the Public Service and the legal system is an advantage
- Experience of working in legal environment will be an advantage

- Strong PC and electronic based system skills, including database management
- 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
- Ability to exercise initiative and independent judgment
- Strong organizational and time management skills
- Excellent listening skills and attention to details

~~Experience~~

- Minimum ~~of 2 or 3 years~~of 2 years of work experience ~~in related~~in related fields