



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGPC.2 2
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION PROPERTY OFFICER GR. 13	
OFFICE/AGENCY: OFFICE OF THE PUBLIC CURATOR AND OFFICIAL TRUSTEE	LOCAL DESIGNATION PROPERTY OFFICER	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR ESTATE & PROPERTY MANAGER (HQs) GR. 15	POS. NO. DJAGPC.3 2
SECTION: PROPERTIES	LOCATION WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PT: 11/08	26 NOVEMBER 2008	CREATED
HRM 8.1.20/PT: 31/13	31 ST MARCH 2013	RECLASS

PURPOSE OF THE JOB

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

- The role of the Property Officer is to serve the enquiries and needs of properties (real) of deceased persons and to ensure that genuine beneficiaries are assisted to properly and legally conveyance all such property within the time frame stipulated by law.

ACCOUNTABILITIES

- Ensure that all beneficiary enquiries and needs are properly ascertained and appropriately responded to in a timely manner.
- Ensure that proper processes and procedures are followed in meeting the needs and enquiries of all beneficiaries.
- Ensure that all directives relating to any estate matters delegated by any of the Regional or Deputy Public Curators are followed to completion and reported.

MAJOR DUTIES

- Interview beneficiaries and ascertain estate information is accurate.
- Open files and register property cases.
- Draft correspondences on property matters on files for approval.
- Utilize provisions of law to draft disclosure notices for approval.
- Make submissions and recommendations for legal clearance and implementation.
- Perform other duties as directed consistent with all the above.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Report to the Public Curator & Official Trustee.
- Report to the Deputy Public Curators & Official Trustees.
- Liaise with the Regional Public Curators.
- Liaise with Senior Legal Officer

WORK RELATIONSHIP - EXTERNAL

- Liaise with Lands Department.
- Liaise with Real Estates Agents.
- Liaise with Private Valuers.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Satisfactory completion of Grade 12 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to Public Trustee and Secretary of Justice.

Skills

- High standard of oral and written communication skills, Real Estates, Valuation skills and property management.

Knowledge

- Sound knowledge in Real Estate, valuation and property management.

Experience

- At least five (5) years experience in the field of Real Estate, valuation and property management.