



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGPC.30
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> DEPUTY PUBLIC CURATOR – ADMINISTRATIONS GR.18	
<b>OFFICE/AGENCY:</b> OFFICE OF THE PUBLIC CURATOR AND OFFICIAL TRUSTEE	<b>LOCAL DESIGNATION</b> DEPUTY PUBLIC CURATOR	
<b>DIVISION:</b> CORPORATE AFFAIRS & GENERAL ADMINISTRATION	<b>HIGHEST SUBORDINATE</b> MANAGER FINANCE GR.16	<b>POS. NO.</b> DJAGPC.05
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR</b> PUBLIC CURATOR & OFFICIAL TRUSTEE GR.19	<b>POS. NO.</b> DJAGPC.01
<b>SECTION:</b> ADMINISTRATION	<b>LOCATION</b> BOROKO	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.10/PC: 08/10	04 <sup>TH</sup> AUGUST 2010	CREATED
HRM 8.1.20/PT: 31/13	31 <sup>ST</sup> MARCH 2013	NO CHANGE

### PURPOSE OF THE JOB

The Office of 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 Deputy Public Curator – Administration is responsible for the policy and administrative matters pertaining to the operation of the office. Its role is to lead and effectively manage the operations of all the offices of Public Curator of Papua New Guinea and oversee the administrative functions of the Finance Manager and the Office Manager.

## **ACCOUNTABILITIES**

- Ensure that all operational and administrative functions are in compliance with the various relevant public service regulations, policies, and or acts.
- Ensure that all policy, financial and office administration matters are done in close consultation with his highest subordinates.
- Ensure that necessary policies is complied with by officers.
- Ensure that the Public Curator is well assisted to deliver its public service outcomes/expectations.
- Ensure that the Public Curator annual budgets and reports are promptly produced and delivered.

## **MAJOR DUTIES**

- Lead and manage the Office of the Public Curator and ensure that policy and administrative functions of this office are carried out efficiently, accountably and in accordance with the various governing acts.
- Ensure that the operational functions and procedures of the Office of the Public Curator are strengthened and maintained.
- Exercise responsibilities under the *Public Finances (Management) Act*, the *Public Services Management Act* and the Public Service General Order.
- Provide annual financial reports to Auditor General and the Secretary of Finance on the financial matters of the office.
- Perform other related duties are required and spelled out by governing acts of the office.

## **REPORTING AND WORK RELATIONSHIP - INTERNAL**

- Maintain close consultation with the Public Curator on administrative and policy matters.
- Report to the Deputy Secretary for Justice on any Policy and administrative matters.
- Liaise with Divisional and Branch Heads on any matters of mutual interest in the administration of the Branch.
- Maintain good working relationship with other subordinates for cohesive coordination and operation of the office.

## **WORK RELATIONSHIP - EXTERNAL**

- Establish relationship with other relevant stakeholders and liaise for development or improvements in the assigned area of responsibility.

- Liaise with Counterparts of Public Curator or Curators in other jurisdictions concerning nourishing the operation of the office in terms of policy and administration.
- Liaise with other stakeholder departmental Heads as required.

## **PERSON AND POSITION SPECIFICATIONS**

### **Qualifications**

- Appropriate University qualification, preferably with a legal or financial emphasis,
- Diploma in Public Administration, and
- Grade 12 or Public Service higher certificate.

### **Knowledge, skills and experience**

- Public service experience of more than five (5) years in finance administration or public administration.
- Sound knowledge on the application of all acts relating to the administration of deceased and insolvent estates, with at least 5 years experience in this field.
- Strong interpersonal and communication skills, oral and written, with the proven capacity to resolve disputes and conflicts within a sensitive and volatile environment.
- Sound knowledge of Public Service (Management) Act and Public Service General Orders.