



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGPC.76
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION OFFICE ATTENDANT (KOKOPO) GR. 07	
OFFICE/AGENCY: OFFICE OF THE PUBLIC CURATOR AND OFFICIAL TRUSTEE	LOCAL DESIGNATION OFFICE ATTENDANT	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR OFFICE MANAGER GR. 16	POS. NO. DJAGPC.31
SECTION:	LOCATION BOROKO	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PC: 31/13	31 ST MARCH 2013	CREATE

PURPOSE OF THE JOB

The 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 Office Attendant (Janitor) will be responsible for the general upkeep in cleanliness of the office. The role of the Office Attendant is to ensure and maintain cleanliness and hygiene of the office as well as doing other duties as required by the Office Manager.

ACCOUNTABILITIES

- Ensure clean and safer general outlook of the office environment
- Ensure use of proper detergents in comfort rooms of the office
- Upholding Occupational Health & Safety standards (OH&S)

- Effectively communicate with superior and staff to better upkeep of health and hygiene in the office

MAJOR DUTIES

- Daily general cleaning in and around the office perimeter
- Use of proper air fresheners/deodorants
- Removal of wastes/rubbish
- Report errors or issues concerning health hazards to superior
- Perform other office duties when required

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Report to the Office Manager
- Report to the Deputy Public Curator & Official Trustee (Administration)

WORK RELATIONSHIP - EXTERNAL

- Liaise with suppliers of chemicals etc.
- Liaise with relevant bodies/organizations

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Completed Grade 10 or higher with previous experience working in a similar role
- Qualifications in OH&S or other related courses would be an advantage.

Skills

- Maintain high professional work standards at all times and display maturity and custodianship over office fixtures and environment
- Open-minded and attention to detail
- Punctuality and honesty in discharging responsibilities
- Good reporting skills and communications with staff, etc.

Knowledge

- Well versed with application of relevant chemicals (detergents) for their intended purposes.

Experience

- Minimum of 2-3 years working in a similar field.