



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS. NO. DJAGVC.56
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION FILING & RECORDS CLERK (HIGHLANDS & MOMASE) GR. 10	
OFFICE/AGENCY:	LOCATION DESIGNATION:	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: VILLAGE COURTS & LAND MEDIATION SECRETARIAT	IMMEDIATE SUPERVISOR MANAGER PAYROLL SERVICES GR. 16	POS. NO. DJAGVC.50
SECTION: VILLAGE COURTS OFFICIALS PAYROLL	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/HR: 31/3	31 ST MARCH 2014	CREATE

PURPOSE OF THE JOB

The Village Courts Secretariat was established under Section 3 of the Village Courts Act, 1989 for the purpose of managing the system of Village Courts while the Land Mediation is provided for under the Land Disputes Settlement Act Chapter 45 and recently, the White Paper on Law and Justice has provided for the establishment of Community Justice Delivery Centres to efficient delivery of community justice services to the whole population.

The Filing Clerk/Admin. Assistant is responsible in managing the files of both correspondences and officers as well as to provide Secretarial duties when required.

ACCOUNTABILITIES

- Ensure that the Filing System is kept up to date, accurate and current.
- Ensure that the Filing System is providing the fullest possible records service and that the payroll officers are contributing to the efficiency of the Filing Services by carefully observing instructions laid down for control of correspondences and files.

- Co-ordinate the flow of the section's files and ensures that files, documents and records are appropriately classified, filed and secured.
- Proper storage and maintain confidential and important documents in safe custody.

MAJOR DUTIES

- Register all new files created and update the index accordingly.
- Ensure that all correspondences within the Branch are managed properly.
- Maintain manual and electronic filing storage and tracking systems as required.
- Perform other duties as directed, consistent with the above.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Report to the Manager Payroll.
- All management and staff in the Department.

WORK RELATIONSHIP - EXTERNAL

- Liaise with other agencies, stakeholder organizations, clients, and the public as required.

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS

- Certificate or Diploma in records management or equivalent experience
- Secretarial or Office Administration Certificate with MS Word/Excel experience.
- Certificate or Diploma in HRM or Payroll Management.

KNOWLEDGE, SKILLS & EXPERIENCE

- Must have experience in the effective management of records and files within a complex and confidential environment.
- Strong PC and electronic based system skills, including database management.
- Excellent keyboard skills, with proven experience in data entry, producing quality correspondence, reports, agendas, minutes and briefs.
- Good knowledge of office procedures, with the ability to handle high work volumes, manages conflicting workloads, and set priorities.
- Strong communication skills in both written and oral with the confidence and manner to liaise with management, staff and the public in a polite, professional and helpful manner.
- At least two (2) years or more experience in the field of Records Management duties and two (2) years of experience as a payroll clerk.

