



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000245	REF. NO: CSFA.12
WING: Corporate Services	DESIGNATION/CLASSIFICATION: Cadet Officer	GRADE: 10
DIVISION: Corporate Services	LOCAL DESIGNATION: Cadet Officer	
BRANCH: Finance & Administration	REPORTING TO: Administration Officer	SYS. POSN. NO: 0230000032
SECTION: Administration	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CSFA.10

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)
140	16 - 03 - 2000	Restructure
159	11 - 07 - 2007	Restructure
182 - OD 2.3 / 30062014	30 - 07 - 2015	Restructure
189	06 - 12 - 2018	Restructure

2. PURPOSE

The Cadet Officer is a graduate trainee responsible for on job practical hands on experience by working under the supervision of the Administration Officer to undertake various duties under the Administration unit on a rotational basis.

3. DIMENSIONS

The Cadet Officer reports directly to Administration Officer for all duties and interacts with the Procurement Officer to realize the above.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Take stock of all assets and furniture for the department.
- 4.2 Ensure functionality of necessary office equipment, and requisitioning of new equipment and supplies,
- 4.3 Offer assistance in organizing events, including ordering materials and requisitioning meeting spaces.
- 4.4 Receiving and processing communication channels, emails, phone and physical mail.

5. MAJOR DUTIES

- 5.1 Assist provide administrative guidelines to improve and strengthen procurement practices that will lead to efficiency,
- 5.2 Obtain necessary purchase document for approving the best products or services at lower price,
- 5.3 Ensure that goods and services procured are of high quality and standard,



- 5.4 Keep proper up to date records of the procurement of goods and services and the supplier,
- 5.5 Conduct physical check and take stock of all assets and other inventory for the department and submit reports,
- 5.6 Assist Procurement Officer in issuing of stationeries and obtain quotes from various reputable suppliers,
- 5.7 Ensure proper procurement process of goods and services are complied with,
- 5.8 Perform other duties as directed by the Administration Officer.

6. NATURE AND SCOPE

The Cadet Officer is a graduate trainee and:

1. Assist on the procurement of goods and services and other administrative duties,
2. Act on all directives on behalf of the Administration Officer,
3. Liaise with other government departments, CSAs and private organizations and provide support to Administration Officer and the senior management.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Administration Officer on all administrative matters undertaken by Administration Unit.

6.1.2 Internal

- Assistant Secretary – Finance and Administration on all administrative duties,
- Assistant Secretary – HRM on HRM and staff matters,
- Other Divisional Heads, Project Managers, Assistant Secretaries and senior officers on work matters.

6.1.3 External

- Liaise with other line agencies on administration related matters
- Liaise with Department of Finance and Treasury including the Government Precinct on Budget matters
- Liaise with National Procurement Commission (NPC) on all procurement matters,
- Liaise with service providers and other clients on financial and procurement matters.

6.2 WORK ENVIRONMENT

- This is a graduate trainee position responsible for practical hands on the job with the duties relating to office administration. The incumbent must be a College or University Graduate in Economics, Commerce or Business Development or Project Management.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Cadet Officer is guided by:

- The Mandate and Core business of the Department,



- Various Legislations including Public Service General Order 2014, Public Service (Management) Act 2014, Public Finance (Management) Act, Audit Act, Financial Instructions, and other Industry regulations,
- The PNG Constitution,
- Organic Law on Provincial and Local Level Government.
- Gazettal by Head of State on Ministerial Powers and Functional Responsibilities.
- Vision 2050 and related Development and Implementation Plans

7.2 Decisions

- Set goals, targets and priorities of the Administration unit,
- Set and priorities work plans and activities,
- Review of work procedures and processes,
- Conflict management and resolution,

7.3 Recommendations

- Relevant finance and human resource management strategies,
- Implementation of the Department's Corporate and Management Plans,
- Facilitate dialogue with service providers and other clients,
- Improve budget coordination and implementation,
- Improve asset management,

8. CHALLENGES

- Budget and support services,
- Compliance to Public Service (Management) Act and Public Finance Management Act,
- Maintain best business practice and human resource,
- Change management,
- Alignment of audit strategies to Department's Corporate Plan,
- NEC Directives and Decisions on Audit matters,
- Stakeholder collaboration and Team work
- Restriction to industry information and data.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

9.1 Qualifications

- A minimum of Bachelors Degree in Economics, Business, Management, Commerce, or other related discipline from a recognised University.

9.2 Knowledge

- Working knowledge of office administration or management,
- Sound knowledge of Government Financial Accounting System and Integrated Financial Management System (IFMS),
- Familiar with Human Resource Management
- Thorough knowledge of the Government Policy framework,
- Knowledge of Integrated Financial Management System, Public Finance Management Act and Public Service Management Act.



- Knowledge of Public Policy and other National Development Plans including MTP II & III.
- Knowledge of legislations and regulations pertaining to the Department mandate.

9.3 Skills

- Demonstrate ability in planning, managing and taking on risks and challenges,
- Proficiency in management and governance,
- Demonstrated ability to build relationships with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Demonstrates public service professionalism and probity,
- Maintains good image of the Office of the Secretary and the Department
- Good report writing and oral communication,
- Computer literate and can type at minimum of 100wpm.

9.4 Work Experience

- A minimum of two (2) years work experience in government agencies or private sector with background in Economics, Commerce, Business Management or Office Administration.

STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: _____