



Form O&M 2.3

DEPT OF PERSONNEL MANAGEMENT
ORGANISATION & METHODS BRANCH

~~APPROVED / NOT APPROVED~~

DATE 27/07/07

SIGNATURE [Signature]

PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COMCS. 009
Division	Designation/Classification Travel & Purchasing Officer Corporate Services - Gr. 10
Branch Corporate Services	Local Designation Travel & Purchasing Officer - Corporate Services
Section	Reporting to: Manager Finance
Location Waigani	Incumbent:

HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Created.
O&AS3-2-20	14.11.2001	J.E. Adopted J.D. concept & Revised Duties.
O&AS3-2-20	12.9.2003	Created.
O&AS3-2-20		

2. Purpose

Manages all travelling activities of the Commission.

4.3 Working Relationship

- **Internal**

1. Finance Manager, Director Corporate Services Division, Chairman, Commissioner (N), and Commissioner (P), Secretary and staff of the Division, and other Divisions.

- **External**

1. All National Departments; all Provincial Administrations; all Statutory Authorities and Non-Government Organizations (NGOs).

5. Qualifications, Experiences and Skills

5.1 Qualifications

Diploma preferably in Accounting, Public or Business Administration/ desirable. Or possession of such other relevant educational qualifications as may be considered acceptable to the Commission.

5.2 Knowledge

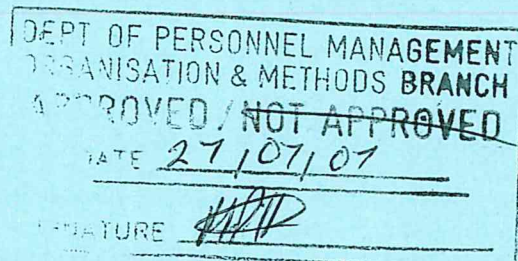
Possesses a proficient level of:-

- (a) Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial & Local Level Governments and their application.
- (b) Fair knowledge of Public Service Management and Development Policies, procedures & systems, and their application.
- (c) 2-5 years work experience in a similar environment.
- (d) Basic knowledge on computing application and use of Windows 95/98/2000 and EXCEL operations.

5.3 Skills

Must have the ability to demonstrate the following:

- Written and oral (presentation) communications in English including good report writing.
- Investigatory work or review of financial matters.
- Good Public Relations & Inter-personal.



6. Principle Accountabilities

- Organize travel arrangement if the Commissioner's and Officers of the Commission which include tickets, accommodation, hire car and travelling allowances.
- Organise purchase of equipments and materials for the Commission.
- Provide report on travel and purchasing matters of the Commission.
- Carry out other duties as consistent with the above.