



PUBLIC SERVICE COMMISSION

JOB DESCRIPTION

	SEQ:	POSITION NO: COMCS.027
DEPARTMENT: Public Services Commission	DESIGNATION/CLASSIFICATION: CLEANER/OFFICE ATTENDANT, GRADE 2	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: Corporate Services	HIGHEST SUBORDINATE:	
BRANCH: Corporate Services	IMMEDIATE SUPERVISOR: Director, Corporate Services	
SECTION:	LOCATION: TAN investment Haus, Waigani	

HISTORY OF POSITION

DPM NO:	DATE OF VARIATION	DETAILS
	New	As per MOA 2007 - 2010

1. PURPOSE

Responsible for the general cleaning of the PSC offices and provide clerical assistance.

2. ACCOUNTABILITIES:

Report to the Director, Corporate Services.

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3. MAJOR DUTIES:

- 3.1 Effectively and efficiently clean the PSC offices and outside the building.
- 3.2 Provide assistance in washing PSC Government Cars.
- 3.3 Carry out other duties as required by the Chairman, Commissioners and Secretary.
- 3.4 Assist with office services, such as photo-copying, binding, making files, etc..
- 3.5 Carry out other tasks where required.

4. REPORTING AND WORK RELATIONSHIP

4.1 INTERNAL

- Chairman, Commissioners, Secretary and Divisional/Branch Heads
- Officers of PSC

4.2 EXTERNAL

PSC Clients

5. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATION

Grade 10

(b) KNOWLEDGE

- Customer Service.
- Able to operate a vacuum cleaner.
- General use of office machines.

(c) SKILLS/COMPETENCIES

- Interview skills
- People skills
- Communication skills

(d) WORK EXPERIENCE

- At least three (3) years experience in a similar field.

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