



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)

JOB DESCRIPTION

		POS. NO UNRE EES 003 UNRE EES 003
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Administrative Officer	
OFFICE/AGENCY Registry	LOCAL DESIGNATION Administrative	
DIVISION <i>PPME</i>	HIGHEST SUBORDINATE NIL	
BRANCH Administration	IMMEDIATE SUPERVISOR Transport Manager/ Manager/Estates	POS. NO.
SECTION Transport, Estates & Services	LOCATION ENBP	

**HISTORY OF POSITION (Obtain from council decision records or DPM
instruction/correspondences)**

UNRE FILE NO.	DATE OF VARIATION	DETAILS
SCMC –VUDAL/95	12/12/1995	New establishment, newly created
SCMC – VUDAL/00	10/06/2000	RE-STRUCTURE/REORGANIZATION
SCMC –UNRE/05	21/07/2005	RE-STRUCTURE/REORGANIZATION

1. PURPOSE

This position will be responsible to manage University Administration Office and over see the Transport/Estates Office Operations.

2. ACCOUNTABILITIES (for improvement, provide a given service on time)

- Timely attention to management and coordinate transportation of all University fleets.
- Effective and efficient administration of vehicle movements.
- Ensure vehicles are given proper care and attention.
- Efficient and reliable maintenance of all school vehicles.

- Timely decision/advice from the Estates & Services Manager.

3. MAJOR DUTIES

- Coordinates the movement of people and materials ensuring drivers are allocated to university runs.
- Provide timely reports to the Estates & Services Manager quarterly on the operations of the administration.
- Drafting of memo/letters for the Manager for his signature
- Call for quotes on behalf of the heads of Transport sections.
- Raise expenditure forms for payments.
- Follow-up on Payments from the Accounts
- Lease with suppliers to pick up materials from their Hardware's.
- Do filing for Transport sections.
- Receipting of payments – Private Work
- Banking's
- Do recoveries from other section.
- Purchase of urgent spare parts and office necessities
- Keep record of Staff Attendances
- Sectional Monthly Meetings
- Reporting of Incidences that occurs during working hours.
- Make sure that the general welfare of E/Sections staff are taken care of where necessary.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Diploma/bachelor's in office administration/Management

(b) KNOWLEDGE (Policies/legislations/system/process)

- Public Service Management
- PS General Order
- UNRE Act
- UNRE Statute

(c) SKILLS (Know how/ability)

- Has knowledge of vehicle logistics
- Knowledge/Skills in calculating Kilometers Reading
- Knowledge of vehicle durability
- Sober at all times
- Public Relations
- Must be sober.
- Honest

- Good personality
- Has good written and spoken communication skills.
- Report Writing skills.

(d) WORK EXPERIENCE

- Three years (3) work experience in Transport Industry
- Three years or more in the Office Industry
- Well versed with Office procedures
- Computer Literate
- Self Starter
- Minimal Supervision