

BANK OF PAPUA NEW GUINEA

POSITION DESCRIPTION

FIXED ASSETS OFFICER, BUILDING UNIT MANAGER, PORT MORESBY

This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the Bank's values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.

1. Bank's Vision

"A contemporary central bank and regulator employing best practice in the development of monetary policy, financial sector supervision and promotion of an efficient payments system"

through performance of the following functional responsibilities:

- formulation and implementation of monetary policy
- issue national currency and maintain its acceptability
- provide efficient, effective and robust Bank systems to support the services of the Bank in a timely manner
- provide settlement banking services and payments systems
- provide banking services to the government
- develop domestic money and capital markets
- develop economic knowledge to support central banking functions
- increase public understanding of economic issues
- provide monetary and financial advice to Government in the broader economic context
- provide representation and liaison to specific international institutions
- public awareness of Bank of Papua New Guinea's role

2. Role of the Fixed Assets Officer

The job-holder;

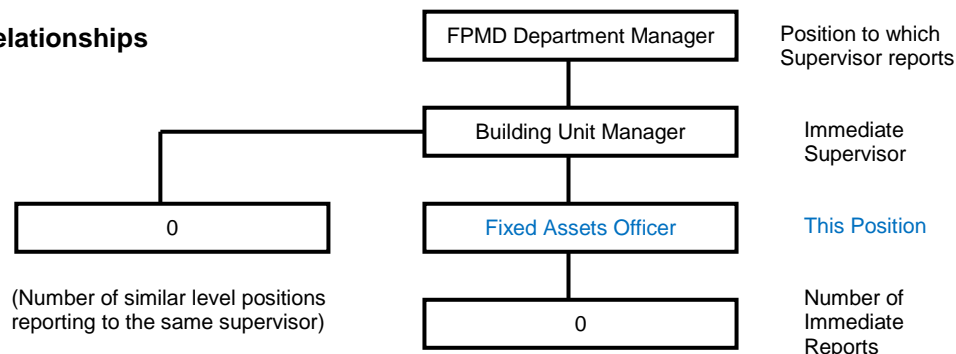
- Under the supervision of the Building Unit Manager maintains the fixed assets and minor equipment and furniture inventory including management of additions, deletions, retirements, sold items, items sent for repairs and unaccounted for items.
- Maintains physical and computerized files for the Cash Processing facility
- Assigns codes to fixed assets as applicable.
- Conducts periodic audits to verify accuracy of inventories.
- Assist the Unit Manager in produces all year-to-date reports and supporting documentation for furniture and equipment for fiscal year annual audit.
- Assist with surplus sales and removal of obsolete items

3. Education Qualification, Experience & Skills

The Fixed Assets Officer will have:

- A PNG Grade 12 secondary/national high school certificate.
- Minimum 1-year industrial work experience
- Intermediate to semi-high Computer literacy skills
- Personal attributes to work collaboratively as part of FPMD team in Lae

4. Reporting Relationships



Refer also to the full Organisation Chart

5. Working Relationships

The job-holder will have the following internal relationships;

- be directly accountable to the Building Unit Manager
- liaise and work closely with the Building Officers at the CPF
- liaise with the other Unit Managers and Supervisors at the CPF on issues relevant to asset management

The job-holder will have the following external relationships;

- 3rd party service providers and suppliers
- BPNG vendors on issues relevant to asset management

6. Authorities and Delegations

6.1 Financial: (authority limits, budgets ...)

No Financial Authority

6.2 Staffing: (Authority to recruit, review performance ...)

No Staffing Authority

6.3 Policy/Procedure: (Authority to vary policy, recommend change ...)

Assist Building Unit Manager to implement and improve asset management processes

7. ACCOUNTABILITIES

7.1 Execute all functions necessary for the effective management of all Fixed Assets

Key Activities

- Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records.
- Follows the Periodic Inventory System to maintain inventory records by gathering inventory data, completing required forms/logs and entering, deleting and correcting inventory routinely.
- Performs field inventory by physically locating, identifying and counting assets.
- Locates missing inventory and performs location transfers and reconciles stock for any items transferred within the 4 store rooms and general areas of the CPF
- Submits a monthly inventory report for EXCO and End of Month (EOM) corporate reports
- Carries out additional duties as delegated by the Building Unit Manager

7.2 Contribute to the department’s long term and short plans

Key Activities

- Assesses condition and quality of various assets and proposes upgrades and disposal plans
- Ensure all asset supplied to BPNG CPF are compliance to legal, safety and organizational policies of the bank

7.3 Ensure the development of the unit’s capability

Key Activities

- Not required

7.4 Manage the unit’s plan & its Budget

Key Activities

- Provides estimates, quantities and “user history” for annual budgetary forecasts

7.5 Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

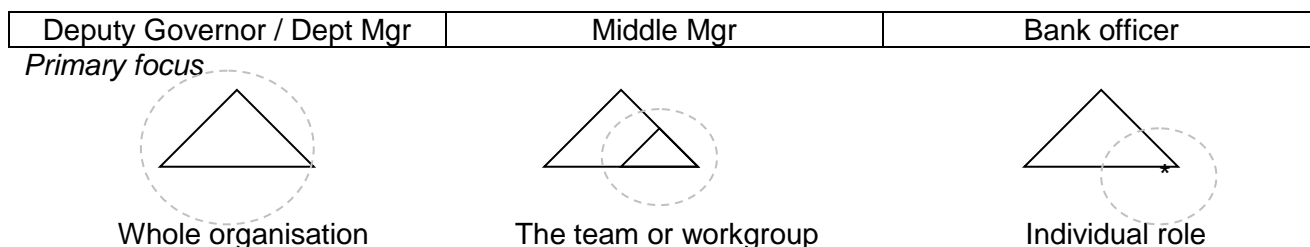
Key Activities

- demonstrate behaviours consistent with the Bank’s values.

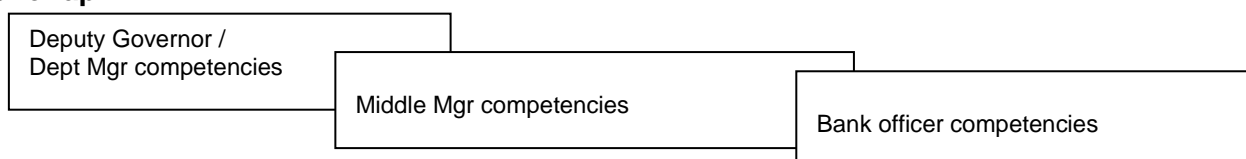
8. Requisite competencies of the role

(see following pages)

Core Competencies Matrix



Overlap



Core Competencies

| | |
|--|--|
| Planning | <ul style="list-style-type: none"> ➤ Develops <i>individual</i> task plans in support of Department project plans ➤ Develops individual development plan to support core values, core competencies and the organisation's policy ➤ Develops plan to up-date and maintain specialist competencies |
| Organizing | <ul style="list-style-type: none"> ➤ Aligns individual contribution with the Department's commitments through his/her: <ul style="list-style-type: none"> - task priorities - personal behaviours - support of staff members - the application of basic project management practices |
| Execution & Decision Making | <ul style="list-style-type: none"> ➤ Follows directions ➤ Works co-operatively ➤ Complies with the organisation's policies and procedures ➤ Takes accountability for individual task decisions ➤ Timely processing of requests and tasks |
| Leadership | <ul style="list-style-type: none"> ➤ Demonstrates initiative in supporting growth, development & innovation within the Department ➤ Contributes to team effectiveness ➤ Sets an example to work colleagues ➤ Takes accountability for individual impact on self and others of personal behaviour ➤ Communicates (written and oral) effectively in undertaking the accountabilities of the position ➤ Creates a work group environment that fosters growth, development & innovation ➤ Communicates (written and oral) effectively in undertaking the accountabilities of the position |
| Performance Management | <ul style="list-style-type: none"> ➤ Contributes to Department effectiveness ➤ Seeks clarity of expectation and structure for making an effective individual contribution ➤ Participates in the organisation's mandate performance management processes |
| Relationship management | <ul style="list-style-type: none"> ➤ Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning ➤ Is sensitive to and responsive to the needs of the position's internal customers, suppliers and internal colleagues (impacting on or impacted by the position's effective functioning). |
| Customer focus | <ul style="list-style-type: none"> ➤ Establishes and maintains a customer focussed orientation in the performance of day-to-day work |
| Technical Proficiency | <ul style="list-style-type: none"> ➤ Focused specialist and task skills to enable proficient delivery of the technical work required by the position |