



Public Service of Papua New Guinea

**JOB DESCRIPTION**

|                                                                               |                                                                           |                                    |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------|
|                                                                               |                                                                           | <b>POS. NO.:</b><br>NISITCOP-035   |
| <b>DEPARTMENT:</b> NATIONAL INSTITUTE OF<br>STANDARDS & INDUSTRIAL TECHNOLOGY | <b>DESIGNATION/CLASSIFICATION:</b><br>PUBLICATION & SALES OFFICER GRADE 8 |                                    |
| <b>OFFICE/AGENCY:</b>                                                         | <b>LOCAL DESIGNATION:</b><br>PUBLICATION & SALES OFFICER                  |                                    |
| <b>DIVISION:</b><br>CORPORATE SERVICES                                        | <b>HIGHEST SUBORDINATE:</b>                                               | <b>POS. NO.:</b>                   |
| <b>BRANCH:</b><br>INFORMATION SERVICES                                        | <b>IMMEDIATE SUPERVISOR:</b><br>SENIOR INFORMATION OFFICER                | <b>POS. NO.:</b><br>NISITCOP - 030 |
| <b>SECTION:</b>                                                               | <b>LOCATION:</b> BOROKO, NCD                                              |                                    |

**HISTORY OF POSITION**

| <b>DPM FILE NO.</b> | <b>DATE OF VARIATION</b> | <b>DETAILS</b>                    |
|---------------------|--------------------------|-----------------------------------|
| IMP 6-1-NISIT       | 28.09.2006               | Reno/Redes/Reclass/Revise duties. |
|                     |                          |                                   |
|                     |                          |                                   |

**1. Purpose**

To be responsible for ensuring that the Publication and Sales service in relation to Standard is delivered in a cost effective manner within specified budget. To ensure an excellent customer service is provided to customers involved in the sale of Standards. To ensure the sales and marketing service is efficiently and effectively delivered in line with business plan expectations and that the service continuously improves to meet best practice and customer expectations.

**2. Roles and Responsibilities**Demonstrate ability:

- To be responsible for day to day sale of standards. This includes preparation of quotation to clients both over counter, via email and or fax as well as printing and binding activities.
- Monitor updates of reference standards: storage and archiving, retrieval and dissemination of information to the users.
- To be responsible for publishing and distribution of information through brochures, booklets and pamphlets in collaboration with all Technical Divisions.

- Build and maintain a team approach, focusing on providing services to meet the operational needs of NISIT and its clients and customers.

### **3. Qualification**

- Grade 12 with diploma in Marketing from a recognized institution.

### **4. Knowledge**

- Possess and understand computer applications such as MS Word, Excel, PowerPoint and Word Publisher
- Posses sound knowledge in the area of sales, Publication and Marketing

### **5. Administrative Responsibilities**

- Liaise and update Technical Standards Division on the status of the standards for appropriate action by relevant Technical Committees.
- Be responsible to manage and administer NISIT's Standards Information Centre.
- Be able to conduct stock-take on all reference and for sale Standards.
- Assist in both administrative and technical staff on matters pertaining to the Standards Information.
- Respond and provide information to any query by stakeholders, clients and general public.

### **6. Positive attitude**

- Energetic and collaborative.
- Work independently but be part of the team.
- Display an excellent attention to details.
- Devote appropriate time and effort to the development of professional competence.
- Share new skills with co-workers doing similar jobs.

### **7. Skills**

- Ability to adapt and understand management plan, supervise, implement and monitor the Standards Information Centre and its administration.
- Ability to manage and supervise subordinates in the Standards Information Centre.
- Computer literate.

### **8. Experience**

- Minimum of three (3) years' experience in sales and marketing environment

### **9. Performance Criteria**

- Maintain proper record of Standards Information Centre.

- Assist Technical Standards Division to revise, update and accommodate all standards in the PNG Standards Catalogue.
- Assist other divisions in organizing technical standards and other technical material pertaining to their training programs.
- Increase sales of standards.
- Maintain and keep database on the sales of standards and enquiries.

## 10. Organization Relationship

- **Reports to:** Senior Information & Sales Officer
- **Supervises:** Nil
- **Liaises with:** All NISIT Divisions, media organizations, stakeholders, government agencies, industry representatives, and the general public.
- **External Relationships:** Media, vendors, community groups, private sector, and international partners relevant to marketing activities.