



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & NEC	SYS. POSN. NO: 459000265	REF. NO: APEC 03	
DIVISION: Executive	DESIGNATION/CLASSIFICATION: Executive Officer, GR.14		
SECRETARIAT: (APEC) Asia Pacific Economic Cooperation	LOCAL DESIGNATION: Executive Officer		
BRANCH: (APEC)	REPORTING TO: Director General – APEC	SYS. POS. NO: 459000262	REF. NO: APEC 01
SECTION: Office of the Director General	LOCATION: Morauta Haus, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno/JD Revised
Org: 01/2012	2/12/2012	

2. PURPOSE

- To provide administrative and executive support services to the Director General – APEC Secretariat.

3. DIMENSIONS

Financial: Nil	Staff Supervised: Nil	Others: Office equipment's.
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4. PRINCIPAL ACCOUNTABILITIES

Effective and efficient administrative and executive support services to the Director General – APEC Secretariat.

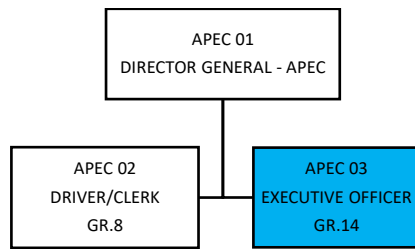
5. MAJOR DUTIES

- Provide administrative and executive support to the Director General.
- Run official errands for the Director General to line agencies and stakeholders.
- Organize interagency with the stakeholders.
- Take minutes at interagency meetings.
- Take on Delegated Accreditation Officer (DAO) and/or Delegated Liaison Officer (DLO) responsibilities during all APEC Senior Official Meetings (SOM); Ministerial Meetings and Leaders Meetings.
- Attend all Advance (orientation) Visit Meetings in host economy prior to the APEC Ministers Meetings (AMM) and APEC Economic Leaders Meetings (AELM)
- Liaise and coordinate with APEC Secretariat, PNG Embassy/High Commission staff and colleagues from other APEC member economies to organize and confirm bilateral meetings for SOM, Ministers and or Prime Minister on the margins of the AAM and or AELM.

6. NATURE AND SCOPE

- This is a line position and reports directly to the Director General and maintains constant communication with all business units within the department.

6.1 WORKING RELATIONSHIP



(a) Internal

- The position reports directly to the Director General – APEC and will maintain close consultation with the Executive Officer of the Chief Secretary’s office and the Office of the Director General – International Relations.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

(b) External

Liaise with stakeholder agencies and departments involved in the APEC process; private sector; and network with colleagues from other APEC member countries.

6.2 WORK ENVIRONMENT

This is an administrative position and supports the office of the Director General-APEC through administrative and executive services.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- The position is guided by the Public Service General Orders, Public Service (Management) Act 2014, Public Finance (Management) Act, the Department procurement policy and good work ethics at work place.

Decision

- Prioritize and control information flow to the office of the Director General;
- Agree and set goals, targets and priorities of the office of the Director General;
- Set office operational policies and procedures
- Work study to change office procedures and processes as required for improved operation
- Make decision to ensure the prompt resolution of contentious issues.

Recommendations

- New policy and strategic proposals;
- Assist in approval of the Department Corporate and Management Plans; and
- Proposals for new system to improve document tracking within the secretariat.

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Maintain effective information flow and confidentiality of documents consistently
- Work in Team to promote team dynamics and participation.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Bachelor's Degree in International Relations, Political Science, Public Administration or equivalent qualifications.

(b) Knowledge

- Knowledge of the APEC process and PNG's part as an APEC member Economy.
- General knowledge of the International Relations and PNG's role in the geopolitical level.
- Sound qualitative and quantitative research and analytical report writing;

(c) Skills

- Be able to articulate and assess APEC reports and documents
- Be able to meet deadlines
- Be able to work after official hours
- Be able to learn on the job
- Be well presented and of sober habits.

(d) Work Experience

A minimum of three (3) year experience in the public service with some background in research and analytical skills