



PAPUA NEW GUINEA PUBLIC SERVICE

Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

<b>DEPARTMENT:</b> PRIME MINISTER & NEC	<b>SYS. POSN. NO:</b> 459000254	<b>POS. NO:</b> CACC 08
<b>DIVISION:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> ADMINISTRATION OFFICER - GRADE 14	
<b>OFFICE:</b> CACC	<b>LOCAL DESIGNATION:</b> ADMINISTRATION OFFICER	
<b>BRANCH:</b>	<b>REPORTING TO:</b> DIRECTOR GENERAL - CACC	<b>SYS. POS. NO:</b> 450023 <b>REF. NO:</b> CACC 01
<b>SECTION:</b> Administration	<b>LOCATION:</b> SIR MANASUPE HAUS	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	08 <sup>th</sup> April 2016	Abolished/ Created
Org. 1/2011	2 December 2011	

2. PURPOSE

Responsible for the effective operation of all procurement, transportation, assets management, staff welfare and financial administration matters.

3. DIMENSIONS

Finance: Nil	Subordinates - Nil	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

- Ensure all administrative requirements are effectively managed
- Ensure sound and effective compliance with government procurement and disposal procedures.
- Promptly attend to finance and budget requirements and staff matters.

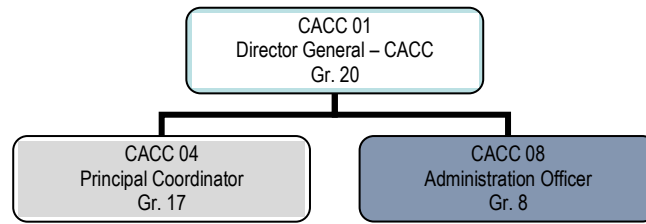
5. MAJOR DUTIES

- Control the operation of all administration requirements for the secretariat
- Coordinate and monitor the transport for the secretariat.
- Maintain proper register of all state owned assets and ensuring their regular maintenance.
- Assist in finance, budget and staff matters for the secretariat

6. NATURE AND SCOPE

The position is responsible for all administration and procurement of the Division and reports directly to the Principal Coordinator – Meetings/Decisions and Director General – CACC.

## 6.1 WORKING RELATIONSHIP



### (a) Internal

- Reports to the Principal Coordinator and Director General on administration requirements, finance, budget and staff matters and liaise with finance and administration and Human Resource Management Branch.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

### (b) External

- Liaise with CACC Departments, Government agencies, Donor agencies and appropriate Stakeholders on relevant issues.
- Liaise with relevant service providers and other government agencies on procurement and disposal of basic goods and services.

## 6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at Waigani. It plays a strategic role on all administration matters.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules and Procedures

- Prime Minister and National Executive Council Act
- Public Service (Management) Act 2014
- Public Service General Orders 2014
- Public Finance (Management) Act 2016
- NEC Decisions
- Medium Term Development Plans (MTDP2)
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives

### Decision

- Agree and support the Director general in setting goals, targets, operational policies and priorities of the Secretariat;
- Identify issues arising from monitoring the implementation of CACC Decisions against plans that may require interventions or improvement;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Assist in preparation of requisitions to commit funds consistent with IFMS and Public Finance (Management) Act.

### Recommendations

- Assist in preparation of the Department Corporate and Management Plans;
- Proposals to improve implementation of CACC Decisions;

## 8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Department and in the Public Service;
- Work in Team to promote team dynamics and participation.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Minimum qualification preferably a Diploma in Public Administration or either Bachelor's Degree in Public Administration or Public Policy Management.

### (b) Knowledge

- Thorough knowledge of office administration and assets management
- Familiar with Public Finance (Management) Act 1995, and the Public Service General Order.
- Must be knowledgeable to the government procurement and disposal regulations

### (c) Skills

- Good organisational skills
- Strong verbal and good written communication skills
- Proficient in Information Communication and Technology (ICT)

### (d) Work Experience

Minimum of Three (3) years' work experience in a similar field within the Public Service or Private sector.