



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 53813	REF. NO: CACC 10	
DIVISION: Executive	DESIGNATION/CLASSIFICATION: Office Attendant Gr.08		
OFFICE: CACC	LOCAL DESIGNATION: Office Attendant		
BRANCH:	REPORTING TO: Administration Officer	SYS. POS. NO: 459000254	REF. NO: CACC 08
SECTION: Administration	LOCATION: Sir Manasupe Haus		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	08 th April 2016	Reno
Org. 1/2011	2 December 2011	

2. PURPOSE

To provide hospitality services to the office and staff of CACC and in CACC meetings, carrying out domestic cleaning duties and other general clerical duties as required by the Branch Head.

3. DIMENSIONS

Financial - Nil	Staff Supervised -Nil	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

- Ensure the kitchen is clean and tidy at all times
- Ensure kitchen and office is free of pest and rodent infestation

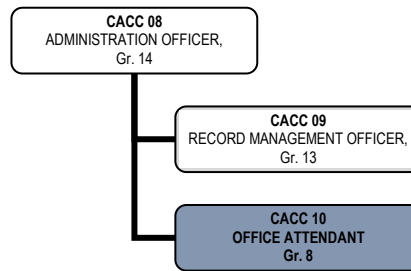
5. MAJOR DUTIES

- 5.1 Provides administrative support services to the staffs and office of CACC.
- 5.2 Report to the Administration Officer on a daily basis
- 5.3 Maintain stock of confectionaries for CACC Meetings
- 5.4 Carry out stock-take of kitchen utensils
- 5.5 Maintain cleanliness/tidiness of kitchen at all times

6. NATURE AND SCOPE

The job provides hospitality services to the staff and Office of CACC

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports to the Administration Officer and liaises with other officers of CACC.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department

(b) External

- Assist Administration Officer and CACC officers in carrying out administrative duties during CACC Meetings.
- Liaising with Finance & Administration Branch on claims for office confectionaries.

6.2 WORK ENVIRONMENT

This position is located within Manasupe Haus at the Waigani Central Government Offices. It plays an administrative or clerical role in ensuring all duties as required by the job are effectively carried out.

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 of Grade 10 /12 Secondary education, Tertiary Certificate or Diploma in Office Management or equivalent from a recognized institution.

(b) Knowledge:

Must have sound knowledge of office administration and CACC procedures, and must possess the following:-

- Records Management
- Public Service General Orders
- Public Service Code of Conduct/Ethics
- Procurement Policies

(c) Skills –

Must be multi-skilled and able to demonstrate the following skills at a high level:-

- Secretarial and Office Management skills
- Public & Inter-personal Relations
- Computer literate with Microsoft applications
- Communication (written/oral)

(d) Experience

Minimum of three (3) years' work experience relevant to the position either, in the public service or private sector.