



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO: 459000264	REF. NO: CPMU 02
WING: Operations	DESIGNATION/CLASSIFICATION: Administrative Assistant - <i>Grade 11</i>	
DIVISION: Corporate Services	LOCAL DESIGNATION: Administrative Assistant	
BRANCH: Corporate Plan & Management Unit	REPORTING TO: Director	SYS. POS. NO: 63519 REF. NO: CPMU 01
SECTION:	LOCATION: Sir Manasupe House, Waigani	

HISTORY OF POSITION

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

2. PURPOSE

Responsible for providing secretarial and administrative services to the Office of the Director and Corporate Planning & Management Unit.

3. DIMENSIONS

Financial - Nil	Staff supervised -Nil	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Effective secretarial and administrative support and smooth running of the Office of the Director and Corporate Planning & Management Unit.
- Effective filing system of Corporate Planning & Management Unit.

5. MAJOR DUTIES

- 5.1 Perform typing services and maintain confidentiality of work.
- 5.2 Prepare Meeting Agendas and take minutes of meetings in a timely manner.

- 5.3 Follow up with branch staff or other divisions of the department on the progress of any related matters assigned by the Director for appropriate action.
- 5.5 Maintain an appropriate engagement book, schedule of appointments and remind the Director - CPMU of daily appointments.
- 5.6 Attend to arrangements for official functions and travel itinerary for the Director and the Branch.
- 5.7 Register all incoming and outgoing correspondence on the Document-Tracking system and maintain the unit's attendance register.
- 5.8 Maintain office stationery and procurement management of the Unit in consultation with Finance and Administration Branch.
- 5.9 Receive guests and screen telephone calls.

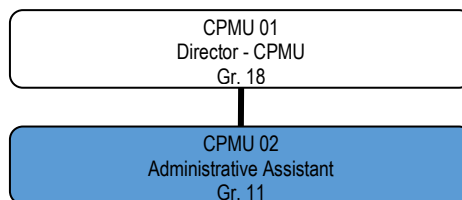
6. NATURE AND SCOPE

The job provides administrative support services to the Office of the Director - CPMU and the Unit.

It also ensures that the Branch correspondences are properly recorded and staff attendance record maintained in a timely manner.

The scope of the job is limited more within the Branch as this position ensures the branch head's office is effectively managed at all times.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Director, Corporate Plan & Management Unit.
- Liaises and consults with other officers including other Executive and Administrative Assistants of the department as and when required.
- Work closely with Finance and Administration Branch on the office stationery and procurement support of the unit.

(b) External

- Corporate clients and service providers,
- Officers of other Government Departments and Agencies,
- PNG Professional Administrative Assistant Association.

6.2 WORK ENVIRONMENT

The position provides administrative support to Corporate Planning and Management Unit.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- Job operates within the precincts of the Public Service Management Act, Public Service General Order, Business Processes, and Public Finance (Management) Act, DPM and DPM&NEC Circular Instructions and Office procedures.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of human resource management policies, practices and procedures.
- Maintain confidentiality of information.
- Maintain work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

Key challenges for the job include effective organization of work and timely administrative support to the office of the Director and maintain confidentiality of information.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Successful completion of Grade 12 and basic Secretarial and Stenographic studies from Department of Education or from a recognized institution in PNG.

(b) Knowledge: Must have knowledge of the following:-

- Public Service General Orders
- Public Service Office Procedures and office administration
- Very proficient in classifying correspondence received from clients

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Public & Inter-personal skills
- Computer literate at Microsoft applications
- Typing requirements at management level
- Sound communication skills (written / verbal)

(d) Experience

Minimum of three (3) years relevant work experience at similar level either in the public or private sector is essential.