



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & NEC	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: ES 02
OFFICE:	DESIGNATION/CLASSIFICATION: Administrative Assistant – Grade 12	
DIVISION: Policy Coordination & Monitoring	LOCAL DESIGNATION: Administrative Assistant – Economic Sector	
BRANCH: Economic, Infrastructure & International Relations	REPORTING TO: Director General	SYS. POS. NO: REF. NO:
SECTION: , Economic Sector	LOCATION: Sir Manasupe Building	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Org: 02/2016)	(8 th April , 2016)	Abolish/Created

2. PURPOSE

To provide reliable and transparent secretarial and administrative support services to the office of the Director General.

3. DIMENSIONS

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

- Ensure transparent and accountable secretarial and administrative support services to the office of the Director General and the Branch as a whole
- Provide timely and accountable administrative support services to the Director General

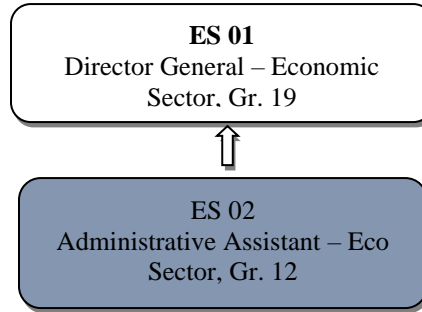
5. MAJOR DUTIES

- Provide transparent, reliable and timely secretarial and administrative support service to the office of the Director General and the entire branch.
- Assist in the procurement of all stationeries, and to create and asset register to manage all office records.
- Maintain staff attendance register and report on movement of staff on a regular bases to the Director General
- Collect meeting minutes and to monitor staff attendance and movement and report regularly to the Director General.

6. NATURE AND SCOPE

The position is within the Economic Sector of the Department and reports to the Director General (Economic Sector). The position is to ensure that the Office of Director General correspondence are properly recorded and staff attendance record maintained in a timely manner.

6.1 Working Relationship



(a) Internal

- The position report directly to the Director General, communicate and work closely with staffs of the Branch.
- Liaises and consults with other officers including other Executive and Administrative Assistant of the department as and when required.

(b) External

- On request by the Director General liaise and maintain close working relationship with all Sector Departments and Agencies.

6.2 Work Environment

The position is secretarial and administrative support service and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

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

Decision

- Agree and set goals, targets and priorities of the office;
- Set the Office's operational policies and procedures;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with IFMS and Public Finance (Management) Act.

Recommendations

- New legal policies and practices to counter potential lawsuits against the department;
- Approval of the Department Corporate and Management Plans;

8. CHALLENGES

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

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- The incumbent must have a minimum qualification of Grade 12 Certificate and Basic Secretarial and Stenographic studies from Department of Education or from a recognized institution.

(b) Knowledge:

Must have knowledge of the following:-

- Public Service General Orders
- Public Service Code of Conduct
- Public Finance Management Act

(c) Skills

Ability 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 at a similar field within public service or private sector.