



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO:	REF. NO: FA 02	
WING: Operations	DESIGNATION/CLASSIFICATION: Administrative Assistant - Grade 12		
DIVISION: Corporate Services	LOCAL DESIGNATION: Administrative Assistant		
BRANCH: Finance & Administration	REPORTING TO: Director	SYS. POS. NO:	REF. NO: FA 01
SECTION:	LOCATION: Sir Manasupe House, Waigani		

HISTORY OF POSITION

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

2. PURPOSE

Responsible for providing secretarial and administrative services to the Office of the Director, Finance & Administration Branch.

3. DIMENSIONS

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

- Effective and efficient management and smooth running of the Office of the Director and Finance & Administration Branch.
- Effective filing system in the Office of the Director and Finance & Administration Branch.

5. MAJOR DUTIES

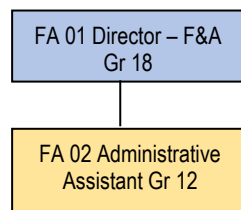
- 5.1 Perform typing services and maintain confidentiality of work.
- 5.2 Prepare Meeting Agendas and take meeting minutes and report on timely manner.

- 5.3 Follow up with branch staff or other divisions of the department on the progress of correspondences and matters assigned by the Director for appropriate action.
- 5.5 Maintain an appropriate engagement book, schedule of appointments and remind the Director - F&A of daily appointments.
- 5.6 Attend to arrangements for official functions and travel itinerary for the Director and the Branch and ensure FF3 and FF4 filled and follow up.
- 5.7 Register all incoming and outgoing correspondence on the Document-Tracking system and maintain the branches attendance register.
- 5.8 Maintain office stationery and procurement management of the Branch in consultation with Manager – Administration.
- 5.9 Receive guests and screen telephone calls.

6. NATURE AND SCOPE

The job provides administrative support services to the Office of the Director F&A and the Branch.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Director, Finance & Administrative Branch.
- Liaises and consults with other officers including other Executive and Administrative Assistants of the department as and when required.
- Work closely with Manager – Administration on the supply of office stationeries and procurement management of the branch.

(b) External

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

6.2 WORK ENVIRONMENT

The position is administrative 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/procedures –

- ❖ Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- ❖ 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: ensuring effective organization of work in providing administrative support and promoting service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Grade 10
- Basic Secretarial and Stenographic studies provided by Department of Education or from a recognized institution.

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

- Public Service General Orders
- Public Service Office Procedures
- Very proficient in classifying correspondence received from clients
- Typing requirements at executive level

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

- Public & Inter-personal Relations
- Computer literate at Microsoft applications
- Communication (written/oral)

(d) Experience

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