



PAPUA NEW GUINEA PUBLIC SERVICE

Form 002.7

JOB DESCRIPTION

1. IDENTIFICATION

<b>DEPARTMENT:</b> Prime Minister & NEC	<b>SYS. POSN. NO:</b> 459000244	<b>REF. NO:</b> IA 02	
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Administrative Assistant, Gr. 10		
<b>DIVISION:</b>	<b>LOCAL DESIGNATION:</b> Administrative Assistant		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Principal Internal Auditor	<b>SYS. POS. NO:</b> 64414	<b>REF. NO:</b> IA 01
<b>UNIT:</b> Internal Audit	<b>LOCATION:</b> Sir Manasupe Haus, Waigani		

HISTORY OF POSITION

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

2. PURPOSE

To provide reliable administrative and secretarial support to the Internal Audit Unit.

3. DIMENSIONS

Finance : Nil	Staff: Nil	Other: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure effective secretarial services to the Internal Audit Unit.
- Timely and accountable administrative support services to the Office of the Chief Secretary.

5. MAJOR DUTIES

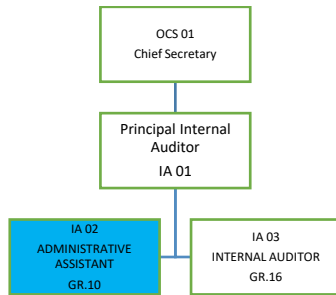
- Provide transparent and reliable secretarial and administrative support to the Office of the Internal Audit Unit;
- Assist in procurement of office stationeries, create asset register and manage official records and files for the Unit;
- Monitor staff attendance and movement and report regularly to the Principal Internal Auditor;
- Take Minutes of meetings and prepare Minutes of meetings in a timely manner.
- Research and present information as required.
- Follow up with or other divisions of the department on the progress of any related matters assigned by the Principal Internal Auditor for appropriate action.
- Maintain an appropriate schedule of appointments diary for the Unit; and

- Must maintain an effective and up to date filing system for the Internal Audit Unit.

## 6. NATURE AND SCOPE

The job provides administrative support services to the Internal Audit Unit. It also ensures that staff attendance and movements are recorded.

### 6.1 WORKING RELATIONSHIP



#### Internal

- This position reports to the Principal Internal Auditor and liaises closely with the Internal Auditor including other Executive and Administrative Assistant of the department and staff as and when required.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

#### External

- Corporate clients, donor agencies, officers of other Government Departments/agencies, PNG Administrative Assistant Professionals Association and service providers.

### 6.2 WORK ENVIRONMENT

This is an administrative position providing administrative support services to the Internal Audit Unit.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

#### Rules/procedures

- PM&NEC Act
- Public Service Management Act
- Public Service General
- Department policies and procedures

#### Decision

- Prioritize and control information flow to the Internal Audit Unit.
- Agree and set administrative goals, targets and priorities of the Internal Audit Unit
- Set office operational policies and procedures

- Make decision to ensure the prompt resolution of contentious issues.

#### Recommendations

- Proposals for new system to improve the secretarial and administrative support to the Unit.

### 8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Maintain effective information flow and confidentiality of documents consistently
- Work in Team to promote team dynamics and participation.

### 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

#### (a) Qualifications

The incumbent must have a minimum qualification of a Diploma in Office Management or equivalent from a recognized institution.

#### (b) Knowledge

- Working knowledge in office administration.
- Public Service General Orders

#### (c) Skills

- Secretarial and office management skills
- Public & Inter-personal Relations
- Computer literate with Microsoft applications
- Good communication skills
- Be able to maintain a filing system

#### (d) Experience

Minimum of three (3) years work experience as an administrative assistant in the public service or private sector.