



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 450018	<b>REF. NO:</b> NEC 07	
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Office Attendant, Gr. 7		
<b>SECRETARIAT:</b> National Executive Council	<b>LOCAL DESIGNATION:</b> Office Attendant		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Director General – NEC Secretariat	<b>SYS. POS. NO:</b> 64	<b>REF. NO:</b> NEC 04
<b>SECTION:</b>	<b>LOCATION:</b> Sir Manasupe Haus, Waigani		

**HISTORY OF POSITION**

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

**2. PURPOSE**

To provide hospitality services to the National Executive Council, its Committee meetings and other Committees.

**3. DIMENSIONS**

Financial - Nil	Staff Supervised – Nil	Others - Nil
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**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure clean and tidy environment for the Office of the National Executive Council Secretariat.

**5. MAJOR DUTIES**

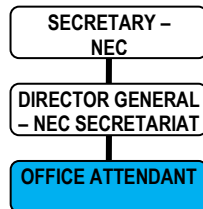
- 5.1 Attend to and Serve the Prime Minister and Ministers food, beverage and confectionaries during NEC and Committee Meetings.
- 5.2 Maintain stocks of confectionaries for the NEC Secretariat.
- 5.3 Carry out regular stock-take on all kitchen utensils, etc and keep records of same.
- 5.4 Ensure that the NEC Conference Room, the NEC Committee Conference Room, the NEC Lounge Area and the kitchens including the surrounding areas are kept clean at all times and ready to be used.
- 5.5 Provide regular reports on all kitchen utensils as well as confectionaries to the Director General.
- 5.6 Assist in filing and maintenance of records and information of the Secretariat.
- 5.7 Ensure security of information at all times.

## 6. NATURE AND SCOPE

The job provides administrative support services to the National Executive Council Secretariat.

The scope of the job is limited more within the National Executive Council Secretariat as this position ensures the Office is effectively supported at all times.

### 6.1 WORKING RELATIONSHIPS



#### Internal

- This position reports directly to the Director General - National Executive Council Secretariat and liaises with officers of the Secretariat as well as staff of the department.

#### External

- Officers of other Government Departments/agencies, NEC Members, Members of Parliament & staff, corporate clients, donor agencies and service providers.

### 6.2 WORK ENVIRONMENT

The position supports the Office of the Director General in ensuring that all hospitality needs of the NEC and Committee members are met. It is located at Sir Manasupe Haus, Waigani.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

#### Rules/procedures

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

#### Decision

- Make decision on all hospitality needs and stocks including kitchen utensils.

#### Recommendations

- Proposals for new ways to improve and better serve the NEC needs during meetings.

## 8. CHALLENGES

- Ensure timely and efficient hospitality needs of NEC.
- Maintain confidentiality of NEC meetings resolutions.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

The incumbent must have a minimum qualification Grade.12 from a recognized Institution.

**(b) Knowledge**

- Some background knowledge in in the hospitality industry
- Basic phone handling skills

**(c) Skills**

- Good communication skills
- Have good personal hygiene

**(d) Experience**

Minimum of three (3) years work experience as in a similar role within the public service or private sector.