



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 67301	<b>REF. NO:</b> OLC 13	
<b>DIVISION:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Administrative Assistant, Gr.12		
<b>OFFICE:</b> Office of Legislative Counsel	<b>LOCAL DESIGNATION:</b> Administrative Assistant		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Manager – Legislative Admin.	<b>SYS. POS. NO:</b> 736	<b>REF. NO:</b> OLC 12
<b>SECTION:</b> Legislative Administration	<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	Reclass/JD Revised
Org: 01/2012	2/12/2012	

**2. PURPOSE**

To provide reliable and transparent administrative and secretarial support to the Administration Branch of the Office of Legislative Counsel.

**3. DIMENSIONS**

Financial - Nil	Staff Supervised -Nil	Others - Nil
-----------------	-----------------------	--------------

**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure effective and reliable secretarial and administrative services to the Office of Legislative Administration.
- Provide timely and accountable administrative support services to the Office of Legislative Administration

**5. MAJOR DUTIES**

- 5.1 Maintain a high standard of correspondence, management and record keeping for the Office of Legislative Counsel;
- 5.2 Provide transparent and reliable secretarial and administrative support services to the Office of Legislative Counsel;
- 5.3 Carry out assigned administrative tasks and duties for the effective and efficient operations of the Office of Legislative Counsel in a timely manner;
- 5.4 Provide timely secretarial services to the Manager – Legislative Administration and support staff;
- 5.5 Assist in typesetting of Bills, Regulations and other subordinate legislation, instruments and notices as required by the Counsels;
- 5.6 Assist by providing print and electronic copies of PNG Laws to the public and private sectors requesting such laws;
- 5.7 Assist in the procurements of all office stationaries, create and maintain asset register, filing and record management of the office, and
- 5.8 Collect meeting minutes, monitor staff attendance and movement and report regularly to the Manager – Legislative Administration.

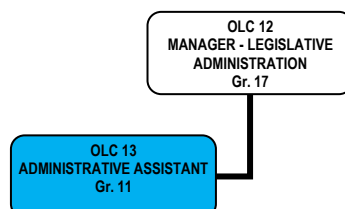
## 6. NATURE AND SCOPE

The job provides administrative support services to the Manager – Legislative Administration and support staff.

It also ensures that staff attendance and movements are recorded.

The scope of the job is limited more within the Office of the Legislative Counsel as this position ensures the Office is effectively managed at all times.

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

- This position reports directly to the Manager – Legislative Administration and liaises with other officers including other Executive and Administrative Assistants 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.

#### (b) External

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

### 6.2 WORK ENVIRONMENT

This position is located within Morauta Haus, Waigani. It plays an administrative role in ensuring all administrative support is effectively carried out.

## 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 office.
- Agree and set administrative goals, targets and priorities of the office.
- 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 Office.

## 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.