



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Prime Minister & NEC	SYS. POSN. NO: 459000245	REF. NO: OP 02
OFFICE/ WING Operations	DESIGNATION/CLASSIFICATION: Executive Assistant Grade 13	
DIVISION:	LOCAL DESIGNATION: Executive Assistant – Operations	
BRANCH: Office Of Deputy Secretary	REPORTING TO: Deputy Secretary	SYS. POS. NO: 450206 REF. NO: OP 01
SECTION:	LOCATION: Sir Manasupe Haus, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Prefix Change / JD Revised

2. PURPOSE

To provide administrative and secretarial services to the Office of the Deputy Secretary - Operations.

3. DIMENSIONS

Financial – Nil	Staff supervised -Nil	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Effective and efficient management and smooth running of the Office of the Deputy Secretary, Operations.
- Effective co-ordination of a filing system in the Office of the Deputy Secretary, Operations.

5. MAJOR DUTIES

- 5.1 Perform typing tasks of correspondences and documents of a confidential nature and ascertain confidentiality of work.
- 5.2 Take Minutes of meetings and prepare Minutes of meetings in a timely manner.
- 5.3 Research and present information as required.

- 5.4 Follow up with branch staff or other divisions of the department on the progress of any related matters assigned by the Director for appropriate action.
- 5.5 Maintain an appropriate engagement book, schedule of appointments and remind the Deputy Secretary, Operations of daily appointments.
- 5.6 Attend to arrangements for official functions and travel itinerary for the Deputy Secretary.
- 5.7 Register all incoming and outgoing correspondence on the Document-Tracking system.
- 5.8 Maintain office stationery where appropriate.
- 5.9 Receive guests and screen telephone calls.
- 5.10 Check and maintain the division attendance register.
- 5.11 Undertake clerical duties as required.

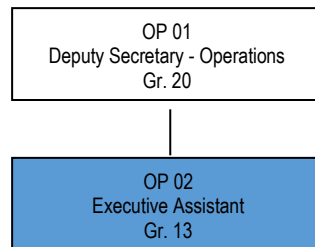
6. NATURE AND SCOPE

The job provides administrative support services to the Office of the Deputy Secretary, Corporate Services.

It also ensures that the Office of Deputy Secretary's correspondences are properly recorded and staff attendance record maintained in a timely manner.

The scope of the job is limited more within the Office of Operations as this position ensures the division head's office is effectively managed at all times.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Deputy Secretary, Operations.
- Liaises and consults with other officers including other Executive and Administrative Assistant of the department as and when required.

(b) External

- Corporate clients, donor agencies, officers of other Government Departments, Agencies, service providers and 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 high level of confidentiality of information.
- Maintain high level of 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 from 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 work experience at an executive level either in the public or private sector is essential.