



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> PRIME MINISTER & NEC	<b>SYS. POSN. NO:</b> 459000249	<b>REF. NO:</b> SSP 02	
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Administrative Assistant Grade 10		
<b>DIVISION:</b> CORPORATE SERVICES	<b>LOCAL DESIGNATION:</b> Administrative Assistant – State Services - Protocol		
<b>BRANCH:</b> STATE SERVICES - PROTOCOL	<b>REPORTING TO:</b> DIRECTOR - SSP	<b>SYS. POS. NO:</b> 450213	<b>REF. NO:</b> SSP 01
<b>SECTION:</b> PMs Protocol	<b>LOCATION:</b> WAIGANI		

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Prefix Changed/JD Revised
Org: 01/ 2012	12/12/2012	Abolish/Create

**2. PURPOSE**

To provide administrative and secretarial services to the Office of the Director and SSP Branch.

**3. DIMENSIONS**

Financial - Nil	Staff supervised -Nil	Others - Nil
-----------------	-----------------------	--------------

**4. PRINCIPAL ACCOUNTABILITIES**

- Effective and efficient management and smooth running of the Office of the Director and SSP Branch.
- Effective co-ordination of a filing system in the office of the Director and SSP Branch.

**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 Director SSP of daily appointments.
- 5.6 Attend to arrangements for official functions and travel itinerary for the Director and the Branch.
- 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.

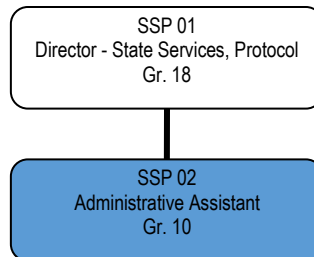
## 6. NATURE AND SCOPE

The job provides administrative support services to the Office of the Director SSP and the Branch.

It also ensures that the Branch correspondences are properly recorded and staff attendance record maintained in a timely manner.

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

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

- This position reports directly to the Director, State Services – Protocol.
- 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.