



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

|                                       |  |                          |                          |
|---------------------------------------|--|--------------------------|--------------------------|
| <b>DEPARTMENT:</b><br>Prime Minister  | <b>SYS. POSN. NO</b>   | <b>REF. NO:</b><br>OS 03 |                          |
| <b>OFFICE:</b><br>Office of Secretary | <b>DESIGNATION/CLASSIFICATION:</b><br>Manager-Office Administration, Gr 17 |                          |                          |
| <b>DIVISION:</b><br>Execuive          | <b>LOCAL DESTINATION:</b><br>Executive Officer                             |                          |                          |
| <b>BRANCH:</b><br>OS                  | <b>REPORTING TO:</b><br>REF. NO: Secretary                                 | <b>SYS.</b>              | <b>POS. NO.</b><br>OS 01 |
| <b>SECTION:</b>                       | <b>LOCATION:</b><br>Sir Manasupe Haus, Waigani                             |                          |                          |

#### HISTORY OF POSITION

| FILE REF    | DATE OF VARIATION | DETAILS                 |
|-------------|-------------------|-------------------------|
| Org: 1/2020 | 03/04/2020        | Reclassified/Revised JD |
| Org: 2/2016 | 08/04/2016        | Reno/Revised JD         |
| Org: 2/2012 | 08/04/2012        |                         |

#### 2. PURPOSE

To support the Office of Secretary in providing advice, brief reports on the operation of the Secretary's office and other administrative services required.

#### 3. DIMENSION

|                   |             |                |
|-------------------|-------------|----------------|
| Financial:<br>Nil | Staff:<br>3 | Others:<br>Nil |
|-------------------|-------------|----------------|

#### 4. PRINCIPAL ACCOUNTABILITIES

- Ensure sound advice and brief reports on the Department issues, Public Service-related matters and other administrative issues to the Office of Secretary.
- Ensure all the policy documents are scanned and filed electronically in the appropriate folders for ease of retrieval.
- Ensure effective coordination of staff activities and timely feedback on correspondences and respond to stakeholders' needs.
- Ensure coordination of the Annual Budget Appropriation and Workplan for the Office of Secretary with the Corporate Service.

#### 5. MAJOR DUTIES

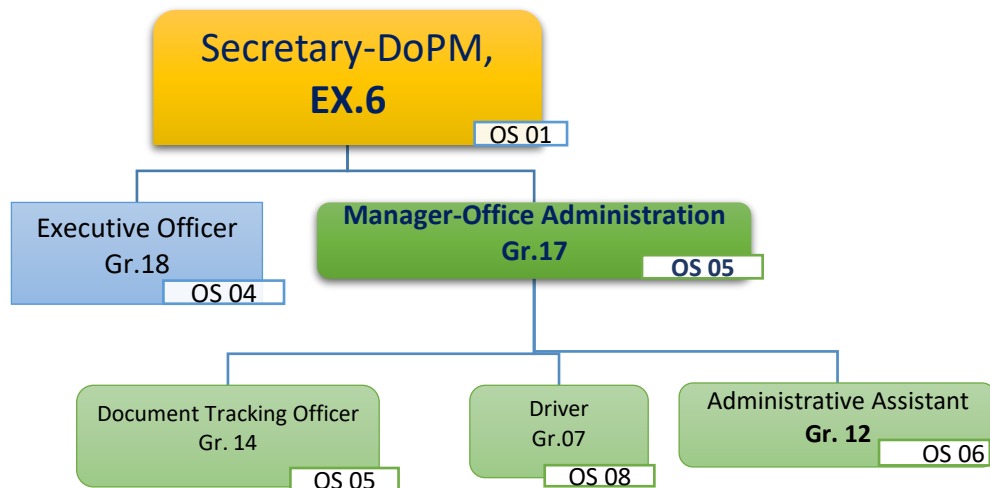
- 5.1 Provide advice and briefs to the Secretary on Department internal and external issues when required.

- 5.2 Suggest possible options and alternatives in guiding the Secretary on issues affecting the operations of the office.
- 5.3 Obtain information for the Secretary on matters relating to the main areas of the Office's responsibility and others affecting the Department.
- 5.4 Attend meetings and other relevant events as requested by the Secretary.
- 5.5 Assists in coordination and interaction with other Divisional Heads on matters relating to the Office of the Secretary.
- 5.6 Support the Office of Secretary in building and maintaining effective relationships with key stakeholders within and outside of the Department.
- 5.7 Liaise effectively with Heads of Departments and Agencies to ensure good communication flows between the Office of the Secretary and other Departments.
- 5.8 Liaise with Corporate Service and provide appropriate assistance to consolidate the information in the Annual Budget preparation and Annual Work Plans for the Office of the Secretary.
- 5.9 Provide accurate, timely and reliable reports as requested by the Secretary.

## 6. NATURE AND SCOPE

This is a senior position and reports directly to the Secretary and maintains constant communication with all business units within the Department. It attracts the contract category of "B" of the Public Service Senior Employment Contract.

### 6.1 WORKING RELATIONSHIP



#### Internal

- The position reports to the Office of Secretary and liaises with Senior Management of the Department and Staff.
- The position also liaises closely with three subordinates and staff of the Office to ensure a smooth flow of information and documents to the Secretary and the Department.
- Networking and connect with colleagues to promote friendly working relationships and higher performance outcomes in the office of the Secretary.

## External

- The Manager-Office Administration is required to communicate regularly with the Office of the Secretary, other Divisional Heads in the Department, and other key stakeholders and clients of the Office of Secretary.

## 6.2 WORK ENVIRONMENT

The position is an administrative role and supports the Office of Secretary by providing advice and briefs on matters as directed by the Secretary.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/Procedures

The position operates under the regulations of the Public Service (Management) Act, Public Service General Order, Public Finance (Management) Act, the Department procurement policy, and good ethics at the workplace.

### Decision

- Control sensitive information flow into and out of the Office of Secretary.
- Formulates and sets goals, targets, and priorities for the Office of Secretary.
- Set office operational policies and procedures, Annual Budget preparation and represent Office of Secretary in other Department's meetings and discussions.
- Recommend to improve the business processes and procedures for the Office of Secretary.
- Make decisions to ensure prompt resolution of contentious issues within the Office of Secretary.

### Recommendations

- The new policy and strategic proposals.
- Approval of the Section Corporate and Management Plan.
- Proposal for a new system to improve document tracking within the Department.
- Issues affecting the Department and other stakeholders.

## 8. CHALLENGES

- Maintain compliance with the existing laws and regulations.
- Maintain an effective flow of information and confidentiality of documents to the Office of Secretary.
- Work together to promote team dynamics and continuous participation.
- Develop new systems to improve document tracking.

## 9. QUALIFICATION, EXPERIENCE AND SKILLS

### Qualification

The incumbent must have a minimum qualification of a University degree in Public Administration, Business Administration or Management, or other relevant qualifications as convenient to the Secretary.

## Knowledge

Must be knowledgeable and have a good understanding of;

- Good understanding of the Prime Minister & NEC Act, Public Service (Management) Act, Public Service General Order and Public Finance (Management) Act.
- Thorough understanding of the whole of Government Systems and Processes, including the Department of Prime Minister.
- Better understanding of the Government Development strategies, MTDP3 and PNG Vision 2050, National Government Procurement Policy.
- Fair knowledge of the public service and business environments in Papua New Guinea.
- Microsoft Office Applications, Emails, and Internet usage.

## Skills

- Good ability to plan, coordinate and organise activities.
- Attention to details of correspondences and submissions.
- Multi-tasking skill and results-oriented on various projects with the office of Secretary.
- Good analytical skills.
- Good communications skill (written and verbal) and be able to articulate issues.
- High level of problem-solving skills to identify issues solve the problem systematically.
- Decision-making skills to make tough decisions at the need of the hour.
- People management skills to interact with clients, higher authorities, peers, and subordinates.
- Must be a team player to adapt and able to work in a diverse team.
- Computer literate, Email, Internet Usage, etc.

## Work Experience

- Minimum of five (5) years of relevant work experience in a similar role within the Public or Private Sector.