



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>DEPARTMENT:</b> Prime Minister	<b>SYS. POSN. NO</b> 200	<b>REF. NO:</b> OS 04	
<b>OFFICE:</b> Office of Secretary	<b>DESIGNATION/CLASSIFICATION:</b> Executive Administration Officer, Gr 14		
<b>DIVISION:</b> Executive	<b>LOCAL DESTINATION:</b> Executive Administration Officer		
<b>BRANCH:</b> OS	<b>REPORTING TO:</b> Secretary	<b>SYS. POS. NO.</b> 59705	<b>REF. NO:</b> OS 01
<b>SECTION:</b>	<b>LOCATION:</b> 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 provide reliable and transparent administrative and secretarial support to the Office of the Secretary.

#### 3. DIMENSION

Financial: Nil	Staff: Nil	Others: Nil
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#### 4. PRINCIPAL ACCOUNTABILITIES

- Ensure effective secretarial services to the Office of the Secretary.
- Provide timely and effective administrative support services to the Office of the Secretary.

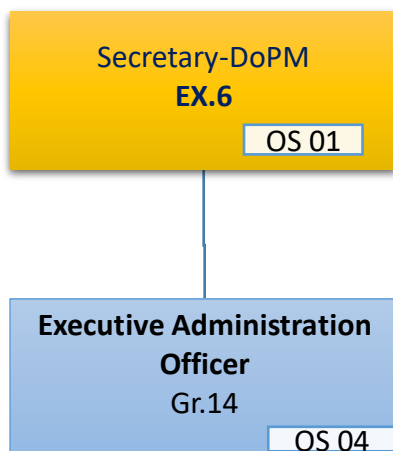
## 5. MAJOR DUTIES

- 5.1 Provide transparent and reliable secretarial and administrative support to the Office of the Secretary.
- 5.2 Assist in the procurement of office stationeries, create asset register and manage official records and files for the Office.
- 5.3 Monitor staff attendance and movement and report regularly to the Manager – Office Administration.
- 5.4 Take Minutes of meetings and prepare Minutes of meetings on time.
- 5.5 Research and present information as required.
- 5.6 Follow up with branch staff or other divisions of the department on the progress of any related matters assigned by the Chief Secretary for appropriate action.
- 5.7 Maintain an appropriate schedule of appointments diary for the Office;
- 5.8 Attend to arrangements for official functions and travel arrangement for Officers of the Office of Chief Secretary, and
- 5.9 Follow-up on claims or payments for the Office of the Chief Secretary.
- 5.10 Must maintain an effective and up to date filing system for the Office of the Chief Secretary.

## 6. NATURE AND SCOPE

The job provides administrative support services to the Office of the Secretary. It also ensures that staff attendance and movements are recorded. The scope of the job is limited more within the Office of the Secretary and ensures the office is effectively managed at all times. It is not a Contract position.

### 6.1 WORKING RELATIONSHIP



## Internal

- The position reports directly to the Office of Secretary and liaises with the Staff of the Department.
- Networking and connect with colleagues to promote friendly working relationships.

## External

Other Government Departments/Agencies, suppliers and communicate with external organizations on behalf of the Office of Secretary.

## 6.2 WORK ENVIRONMENT

This position is located at Sir Manasupe Haus, Waigani. It plays an administrative role in ensuring all secretarial and administrative support is effectively carried out as required by the Secretary.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/Procedures

- Public Service (Management) Act, Public Service General Order, Public Finance (Management) Act, Department policies and procedures.

### Decision

- Prioritize and control information flow to the office.
- Agree and set administrative goals, targets, and priorities for the Office of the Secretary.
- Set office operational policies and procedures.
- Decide to ensure the prompt resolution of contentious issues.

### Recommendations

Proposal for a new system to improve the secretarial and administrative support to the Office.

## 8. CHALLENGES

- Maintain compliance with existing laws and regulations.
- Maintain effective information flow and confidentiality of documents consistently.
- Work in Teams to promote team dynamics and participation.

## 9. QUALIFICATION, EXPERIENCE AND SKILLS

### Qualification

- The incumbent must have a minimum qualification of Diploma in Office Administration, Business Administration or Management, or other relevant qualifications as convenient to the Secretary.

### Knowledge

Must be knowledgeable and have a good understanding of;

- Fair understanding of the Public Service (Management) Act, and Public Service General Order.
- Good understanding of office procedural operating manuals and administration.
- Fair knowledge of the public service and business environments in Papua New Guinea.
- Microsoft Office Applications, Emails, and Internet usage.

### Skills

- Good ability to coordinate and organize activities.
- Secretarial and office management skills
- Public & Inter-personal Relations
- Computer literate with Microsoft applications
- Good communication skills.
- Be able to maintain a filing system.
- 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.

### Work Experience

Minimum of four (4) years of relevant work experience in a similar role within the Public or Private Sector.