



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 200	<b>REF. NO:</b> OS 06	
<b>DIVISION:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Administrative Assistant, Gr.12		
<b>OFFICE:</b> Secretary	<b>LOCAL DESIGNATION:</b> Executive Assistant		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Manager – Office Administration.	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> OS 03
<b>SECTION:</b>	<b>LOCATION:</b> Sir Manasupe House		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org: 01/2020	08/04/2020	Reclassified/JD Revised
Org: 02/2016	08/04/2016	JD Revised
Org: 01/2012	2/12/2012	

**2. PURPOSE**

To provide reliable administrative and secretarial support to the Manager-Office Administration.

**3. DIMENSIONS**

<b>Financial:</b> Nil	<b>Staff supervised:</b> Nil	<b>Others:</b> Nil
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**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure effective secretarial services to the Manager-Office Administration.
- Timely and accountable administrative support services to the Manager-Office Administration.

**5. MAJOR DUTIES**

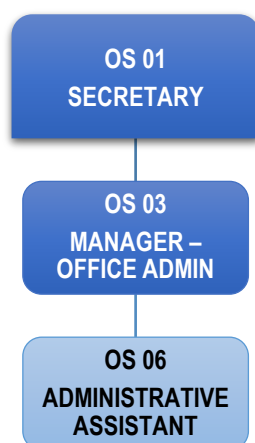
- 5.1 Provide transparent and reliable secretarial and administrative support to the Manager-Office Administration;
- 5.2 Assist in procurement of office stationeries, create asset register and manage official records and files for the Office;
- 5.3 Monitor staff attendance and movement and report regularly 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 Manager-Office Administration 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 Manager-Office Administration;
- 5.9 Must maintain an effective and up-to-date filing system for the Manager-Office Administration.

## 6. NATURE AND SCOPE

The job provides administrative support services to the Manager-Office Administration. It also ensures that staff attendance and movements are recorded.

### 6.1 WORKING RELATIONSHIPS



#### Internal

- This position reports directly to the Manager – Office Administration and liaises with other officers including other Executive and Administrative Assistant of the department and staff as and when required.
- Network and connect with colleagues to promote a friendly working relationship to enhance high-performance outcomes in the department.

#### External

- Liaise with corporate clients, officers of other Government Departments/agencies, PNG Administrative Assistant Professionals Association, and service providers.

### 6.2 WORK ENVIRONMENT

The position is administrative and supports the Office of the Chief Secretary to Government. It is located in Sir Manasupe Haus, Waigani.

## 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 of the Chief Secretary
- Agree and set administrative goals, targets, and priorities of the office of the Chief Secretary

- Set office operational policies and procedures
- Decide to ensure the prompt resolution of contentious issues.

#### Recommendations

- Proposals 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. 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 six (6) years of work experience as an executive assistant in the public service or private sector.