



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS.POSITION NO:</b> 0000200	<b>REF.NO:</b> DFCS.002
<b>OFFICE/AGENCY:</b> LEVEL 5, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION</b> ADMINISTRATION ASSISTANT	<b>GRADE:</b> 10
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION</b>	
<b>BRANCH:</b>	<b>REPORTING TO:</b> FIRST ASSISTANT SECRETARY – Corporate Services Division	<b>POS.NO:</b> DFCS.001
<b>SECTION:</b> OFFICE- ADMINISTRATION	<b>LOCATION:</b> WAIGANI TWIN TOWER 1	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	March 2025	Revise, rename, redesign, reclassify

2. PURPOSE

In conjunction with the First Assistant Secretary;

- Provide effective and efficient maintenance of office filing system, stationery and equipment, typing and secretarial duties and office administration duties.
- To manage administration and logistic support of the Division,
- Responsible for keeping maintenance of proper filing, procession of documents, procurement of stationery and other logistics requirement pertain to the Division,
- Performed the roles of Authorised Requisition Officer, raising claims, ensuring claims are processed on time, and travel logistic arrangements.

3. DIMENSIONS

The Administration Assistant reports to First Assistant Secretary – Corporate Services Division and has no subordinates.

4. PRINCIPAL ACCOUNTABILITIES

- I. Manage, oversee and implement all office administration and logistic support
- II. Record, monitor and evaluate the attendance register
- III. Performed the roles and responsibilities of Authorised Requisitions Officer's role (ARO).
- IV. Provide accountability relating to performance expectations.

5. MAJOR DUTIES

- Effectively manage inwards and outward correspondence;
- Performed the roles of procurements for the division;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Take care office equipment and stationeries.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the Assistant Secretaries with four (4) Branches in CSD
- Working alongside with all the Division's Administration Assistant including Executive Division;
- Established good working relationship with all CSD staff, and across all divisions.

#### (b) External

- Liaise with relevant organisations as directed to do so by the First Assistant Secretary, and ICSD Assistant Secretaries.
- Establish a good working relationship with other stakeholders

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



### 7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 7.3 Decisions:

- Provide insights and make decisions on budget management for the division;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary AS).

## 8. CHALLENGES

- Assisting the First Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;

## 9. SKILLS AND EXPERIENCE

### Qualifications and Experience:

- Degree in Human Resource, Office Administration or related field from a recognised University within PNG or abroad;
- Minimum Diploma certificate in Secretary/Stenograph/Microsoft applications experience;
- Minimum of 3-5 years relevant work experience in office administration;
- Exposure in administering, managing day to day office business processes.

### Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;

- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations;
- Knowledge of Public office administration and support.

### Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Strong ability to manage multiple tasks, priorities and meet deadlines
- Ability to work without supervision and to demonstrate strong work ethics and personal maturity

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

### STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Administration Assistant, Gr. 10**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:..... (print)

Supervisor Name:..... Date:.....

Supervisor Signature:..... (print) Supervisor Title:.....

Division Head Name:..... Date:.....

Division Head Signature:..... Division Head Title:.....

