



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

SEQ. NO:	POS. NO
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Admin Support Officer
OFFICE/AGENCY: Level 5, Twin Tower 1	LOCAL DESIGNATION Admin Support Officer
DIVISION: Corporate Services	HIGHEST SUBORDINATE N/A
BRANCH: Administration	IMMEDIATE SUPERVISOR Senior Procurement Officer
SECTION: Administration Unit	LOCATION Twin Tower 1, WAIGANI

HISTORY OF POSITION		
File no.	Date of variation	Details
	March 2025	Redesign

1. PURPOSE

To provide administrative and office support activities for multiple managers as directed by the Team Leader Administration.

2. DIMENSIONS

The Administration Support Officer reports to the Procurement Officer- Administration and supports activities within the Administration Branch.

3. PRINCIPAL ACCOUNTABILITIES

Provide administrative support services to the Administration Branch including responding to telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and assisting other sections within the Administration Branch to perform their duties.

4. MAJOR DUTIES

- Process standard and electronic mail
- Prepare and compose correspondence and reports
- Create and maintain standard and electronic files and records
- Take, draft and distribute minutes of committee meetings
- Coordinate, schedule and arrange meetings and events
- Coordinate travel and other arrangements
- Order and maintain office supplies
- Troubleshoot office technology problems and systems of a limited scope
- General filing
- Receiving and directing visitors
- Maintain established office procedures and provide induction training to new staff within the Division

- Assist all the Managers in the Administration Branch as directed by the Manager Administration.
- Any other duties as directed.

5. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Team Leader – Administration through Procurement Officer
- Work alongside the Procurement and Administration Manager and other divisional Officers within the Administration Branch
- Liaise with all staff within the Division and Department of Finance

(b) External

- Liaise with relevant external organisation as directed by the Supervisor / Manager – Administration.

6.2 WORK ENVIRONMENT

This role is an administrative support role.

7. CONSTRAINTS / FRAMEWORK AND BOUNDARIES

Key legislation and government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Contribute to the alignment of personal goals with divisional goals, in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long

term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.

- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.
- All staff needs to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.

9. SKILLS AND EXPERIENCE

Job Specific Skills

- **Leadership:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the goals and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Able to develop and deliver presentations and possess some facilitation skills.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally.

10. QUALIFICATIONS AND ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A Bachelor Degree in Human Resources, Management or Business Administration from a recognised university or learning institution.
- **Work experience:** Prior work experience in a human resources or administrative role.
- **Teamwork:** Able to work well with colleagues, respond to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying any team development needs and building the capacity and capability of the team.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.
- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans, as necessary.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.



- **Legislative knowledge:** Establish knowledge about the range of Acts, laws and policies governing the work of this role and the Department of Finance more broadly.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform tasks, and in the creation of presentations using MS PowerPoint.

Desirable

- **Qualifications:** A Bachelor in a related discipline from a recognised university.
- **Work experience:** Previous experience at an equivalent level of employment with a similar level of responsibility.
- **Technical:** A demonstrated knowledge/understanding of a range of human resources functions especially in the staff placement area. Knowledge of the Hay Job Evaluation method.

Societal awareness: Understanding of HIV and Aids and Gender Equity/ Equality issues in PNG.

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 (insert employee name) have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **Administration Support Officer, Grade 12**. 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.....

Department Head Name..... Date.....

Department Head Signature..... Division Head Title.....

