



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.042
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Administration Assistant	Grade 11
OFFICE: 5 th Floor, Twin Tower 1	LOCAL DESIGNATION	
DIVISION: Corporate Services	HIGHEST SUBORDINATE NIL	POS. NO.
BRANCH: Financial Management Training	IMMEDIATE SUPERVISOR Assistant Secretary - FMTB	POS. NO. DFCS.041
SECTION:	LOCATION WAIGANI, headquarter	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	10 th March, 2025	Position created through reclassification of FMTB

Purpose and Accountabilities of the position
<ul style="list-style-type: none">Assist with all training administration tasks as required.Ensure timely bookings and payments of FTB Trainer's travel, per diems and accommodation, training venues and catering.Ensure the timely and economic ordering, delivery and control over FTB stationary and training supplies.Maintain up-to-date financial control registers (accounts commitments, travel advance/acquittals, quotations).Ensure an up-to-date filing system of all FTB administration documents.Arrange for the printing and organisation of the necessary course training materials and supplies.Other administrative duties as directed by the Finance & Administration Officer.
PERSON AND POSITION SPECIFICATIONS
Qualifications: <ul style="list-style-type: none">Must have at least four years' experience in Government or the private sector in administration and accounts processing roles.Must have a Bachelor degree in Administration or any equivalent field from a recognized institution. Knowledge: <ul style="list-style-type: none">Knowledge of the Public Finances (Management) Act and General Orders is an advantage.Knowledge of the fundamentals of good practice office administration and supervision.Knowledgeable in managing the front desk with professional mannerism Skills:

Administration Assistant - FTB

- Skills in making travel arrangements, processing accounts, monitoring and reconciling expenditure and maintaining filing systems.
- Administration assistants to make independent on daily basis, addressing the best way to handle specific tasks.
- Excellent communication and interpersonal skills
- Negotiation skills
- Strong Organizational skills with the ability to prioritize tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Eagerness to learn and grow within the organization
- Effective time management skills
- Written and verbal communication skills, business management skills.
- Attention to detail and problem-solving skills



Abilities:

- Ability to manage multiple tasks, prioritise and meet deadlines.
- Ability to be highly organised and to respond to pressure
- Collaborate with other administrators and support personnel, management and clients on a regular basis.
- Ability to learn new computer programs and attention to detail.
- Ability to handle confidential information with discretion

Principal Liaisons

Internal: FMTB Trainers, Regional Training Managers and Management, Finance Department Accounts, Budget and Human Resources officers.

External: Airlines, hotels, suppliers, Training participants from National and Sub-National levels and National Department's Human Resource officers.

Key Areas of Responsibility

Key Result Area (1): Management of the front desk of FMTB and training

Performance standard: This will have been satisfactorily achieved when:

- Assist in day-to-day administrative tasks such as filing, data entry, photocopying, and organizational paperwork
- Shadow and support administration to gain hands-on experience
- Course materials and supplies are ready at least 1 working day in advance of Trainer's departure.
- Schedule appointments and maintain calendars,
- Schedule and coordinate meetings
- Create and maintain filing systems both electronic and physical

Key Result Area (2): The timely processing and acquittal of all FMTB expenditures and compliance with the Finance Directions

Performance standard: This will have been satisfactorily achieved when:

- Finance control registers are maintained up-to-date and any problems timely reported to the FAO.

Key Result Area (3): Development and maintenance of effective FTB Administration document processing and filing system.

Performance standard: This will have been satisfactorily achieved when:

- Support other team members as needed to ensure smooth operations within the office

- Manage incoming calls and correspondences in a professional manner
- Copies of all FTB inward and outward correspondence are kept in a correspondence file and originals are filed with appropriate action folder.
- Records management within FTB is maintained and updated at all times.
- Gain familiarity with office equipment and ensure they are properly maintained

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. 11**. 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:.....

