



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

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

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

<b>Purpose and Accountabilities of the position</b>	
<ul style="list-style-type: none"> <li>Assist with all training administration tasks as required.</li> <li>Ensure timely bookings and payments of FTB Trainer's travel, per diems and accommodation, training venues and catering.</li> <li>Ensure the timely and economic ordering, delivery and control over FTB stationary and training supplies.</li> <li>Maintain up-to-date financial control registers (accounts commitments, travel advance/acquittals, quotations).</li> <li>Ensure an up-to-date filing system of all FTB administration documents.</li> <li>Arrange for the printing and organisation of the necessary course training materials and supplies.</li> <li>Other administrative duties as directed by the Finance &amp; Administration Officer.</li> </ul>	

<b>PERSON AND POSITION SPECIFICATIONS</b>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Must have at least four years' experience in Government or the private sector in administration and accounts processing roles.</li> <li>Must have a Bachelor degree in Administration or any equivalent field from a recognized institution.</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge of the Public Finances (Management) Act and General Orders is an advantage.</li> <li>Knowledge of the fundamentals of good practice office administration and supervision.</li> <li>Knowledgeable in managing the front desk with professional mannerism</li> </ul>
<b>Skills:</b>	

- 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:.....

