



## JOB DESCRIPTION

### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> PFEX.004
<b>OFFICE:</b> 10 <sup>TH</sup> FLOOR, TWIN TOWER 1, WAIGANI	<b>DESIGNATION/CLASSIFICATION:</b> EXECUTIVE OFFICER, Gr. 16	
<b>DIVISION:</b> EXECUTIVE	<b>LOCAL DESIGNATION:</b> EXECUTIVE OFFICER	
<b>BRANCH:</b> EXECUTIVE MANAGEMENT	<b>REPORTING TO:</b> SECRETARY FOR FINANCE <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFEX.001	
<b>SECTION:</b>	<b>LOCATION:</b> Twin Tower 1, WAIGANI, NCD	

HISTORY OF POSITION		
File no.	Date of variation	Details
	23.01.2021	Revise, rename, redesign
	24.02.2025	Revised and redesignated according to DoF Re-org

### 2. PURPOSE

To efficiently coordinate the administrative procedures of the Executive Office. The important tasks involve includes:

- Provide accurate and comprehensive research and analysis services to the members of the Executive;
- To represent members of the Executive at meetings, functions, etc as directed;
- To prepare and present documents, reports, letters, minutes, etc that are of a high standard;
- To create, manage and maintain electronic and paper filing systems to control all documents within the Executive Office;
- To monitor, manage and coordinate the activities of the Executive Assistants.

### 3. DIMENSION

The Executive Officer reports directly to the Secretary – Department of Finance.

### 4. PRINCIPLE ACCOUNTABILITIES

- Coordination of the administrative services to the Secretary and Executive Team.
- Accurate and comprehensive research and analysis services.
- Undertake public duties as directed by Secretary.

- Preparation and Presentation of Documents.
- Document management and filing.
- Maintain Professional conduct, confidentiality and ethical standards.

## 5. MAJOR DUTIES

- Ensure clear processes have been established to ensure efficient management of all administrative activities including:
  - Document management
  - Executive Diary management
  - Phone and visitor services
  - Meeting management
- Effectively provide monthly reporting to the Executive Management Team on the performance of the Executive Assistants including punctuality and attendance, work output, client service and work ethic;
- Ensure weekly meetings are held with the members of the administrative team to ensure workflow is monitored and managed effectively;
- Regular review of administrative systems is undertaken and improvements implemented;
- Monitor and manage the Executive Branch work area including maintenance, equipment servicing, stationery supply management etc;
- Analytical reports are provided that are well structured with clear findings and recommendations;
- Timely review of NEC decisions and documents is undertaken and briefs provided to the Executive on a regular basis;
- Evidence to support decisions and recommendations is provided to the Executive for consideration;
- Effective representation of the Executive is undertaken as required including:
  - Liaison with the media through the provision of information at interviews or the use of written documents,
  - Attendance at meetings where DOF representation is required as an observer or participant without decision making power,
  - Attendance at public events as the Secretary's delegate,
- Standardised templates are developed and implemented for all types of documents being generated within the Executive Branch;
- Quality monitoring is undertaken to ensure that all members of the administrative team are utilising the appropriate templates as required;
- Documents are well written with strong attention to grammar, punctuation and structure;
- Attend fortnightly management and Sector Team meetings, prepare agendas, take notes and prepare and promptly circulate comprehensive minutes of each meeting;
- An efficient and effective document management system is created, managed and maintained including:
  - Hard copy documents are filed in a logical and easily retrieved manner,
  - An electronic filing system is established and utilised efficiently,
  - The Department's Records Management Policy is fully complied with to ensure secure archiving of essential records is undertaken,
- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders;

- Strong team leadership is displayed at all times including leading by example, professional behaviour and ethical decision making;
- A high standard of personal conduct is consistently demonstrated in the workplace;
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times;
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated;
- Confidential and ethical standards are maintained at all times when undertaking delegated duties.

## **6. NATURE AND SCOPE OF THE WORK**

- (a) Internal**
  - Liaise closely with the Members of the Executive Team and executive Assistants.
- (b) External**
  - Liaise with Departments, Statutory Bodies or entities relevant to Executive matters arising involving the Department of Finance.

## **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.

## **8. CHALLENGES**

- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- 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;
- Limited resources may 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.

## **9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS**

### **Qualifications and Experiences:**

- Bachelor's Degree in HR, Public Policy, Business Administration or relevant discipline from a recognised University within PNG or abroad;
- Exposure working as an EO in a Public Sector setting or government Agency;
- Professional experience in all areas of Administrative Management Duties;
- Have 5 years of Executive management or Administrative experience in Public Sector/Agency.

### **Knowledge:**

- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint;
- Extensive knowledge of good office management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of Public Finance Management Act and General Orders;
- In depth knowledge of IFMS and the ALESCO Payroll System.

### **Skills and Abilities:**

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical and negotiation skills;
- Able to work well with colleagues and contribute effective executive team;
- Ability to contribute and communicate well with the managers and the senior officer's;
- Effective presentation and report writing skills.

**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.

