



## JOB DESCRIPTION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFEX.013
<b>OFFICE:</b> 10 <sup>th</sup> Floor, Twin Tower 1	<b>DESIGNATION/CLASSIFICATION:</b> EXECUTIVE ADMINISTRATIVE ASSISTANT	
<b>DIVISION:</b> EXECUTIVE	<b>LOCAL DESIGNATION:</b> EXECUTIVE ADMINISTRATIVE ASSISTANT – SUBNATIONAL PFM	
<b>BRANCH:</b> EXECUTIVE MANGEMENT	<b>REPORTING TO:</b> DEPUTY SECRETARY – SUBNATIONAL PFM <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFEX.012	
<b>SECTION:</b> SUBANTIONAL PFM	<b>LOCATION</b> TWIN TOWER, WAIGANI NCD	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	09.07.2021	Create
	24.02.2025	Review and redesignated according to re- or

### 2. PURPOSE

To efficiently coordinate the administrative, clerical and organisational matter of the Office of the Deputy Secretary – Subnational PFM. The important tasks involve includes:

- To manage all activities relating to the efficient functioning of the Office of the Deputy Secretary including document management, records filing, correspondence and diary management;
- To provide professional support to the Deputy Secretary in the preparation of documentation for meetings including agendas, recording and circulation of minutes, and creation and follow-up of action items;
- To create, manage and maintain electronic and paper filing systems to control all documents within the Deputy Secretary;
- To prepare and present documents, reports, letters, minutes, etc that are of a high standard.

### 3. DIMENSION

The Executive Personal Assistant reports directly to the Deputy Secretary – Subnational PFM.

#### **4. PRINCIPLE ACCOUNTABILITIES**

- ❖ Provision of timely, efficient, accurate and professional administrative and secretarial services to the Deputy Secretary.
- ❖ Management of Deputy Secretary's work files systematically and accurately.
- ❖ Arrangement of Deputy Secretary's commitments including travel.
- ❖ Maintain Professional conduct, confidentiality and ethical standards.

#### **5. MAJOR DUTIES**

- Ensure the diary of the Deputy Secretary is up to date and all documents relating to appointments, meetings etc are provided to the Deputy Secretary in good order;
- Manage and ensure Minutes, letters and other forms of written communication are accurately prepared and circulated appropriately;
- Ensure the inward and outward activity tray for the Deputy Secretary is regularly checked and immediate appropriate action taken on all documents as required;
- Effectively monitor and screen visitors to the office of the Deputy Secretary ensuring minimum interruptions;
- The Deputy Secretary's daily, weekly and monthly schedule is provided to the Secretary and First Assistant Secretaries in a timely manner to allow forward planning for meetings and events;
- All current tasks, projects, activities undertaken by the Deputy are set up in an action file and kept current with all documents, minutes, reports etc being collated in proper order;
- All files and folders that are not required for current action are systematically filed and a current filing register is maintained;
- Copies of all inward and outward correspondence are kept in a correspondence file and originals are filed with appropriate action folder;
- Correspondence into, and out of, the Deputy's office is managed by utilising a priority system to ensure all time frames are met;
- Letters dictated by the Deputy Secretary are word processed promptly and in the appropriate format i.e. Minute, Circular, individual letter style etc. and provided for signature by the Deputy Secretary;
- All minutes, work plans, budgets, and other documentation is word processed accurately and promptly in good format as required by the Deputy Secretary;
- Travel arrangements for any provincial or international duty travel are prepared in line with government requirements;
- Documents and / or other relevant information pertinent to the reason for the travel are prepared and provided to the Deputy Secretary in advance of the travel date;
- Circulation of Deputy Secretary's travel advice or absence from office, including an Acting Deputy Secretary advice is provided in advance of the departure of the Deputy Secretary;
- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders;
- Professional standard of dress, attitude and behaviour is adhered to in the workplace at all times
- Strong work ethic is demonstrated with good work outcomes evident;
- Appropriate professional and courteous communication and team work is displayed at all times.

## **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. Must ensure to be well trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

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

### **Qualifications and Work Experiences:**

- Bachelor's Degree in Business/Public Administration or relevant discipline from a recognised University or Learning Institute;
- Exposure working as an EO or Executive PA in a Public Sector/Agency setting;
- 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/Administrative 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 AESCO 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.

