



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFAID.002
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Administration Assistant Grade 10	
<b>DIVISION:</b> Financial Accountability & Inspections Division	<b>LOCAL DESIGNATION:</b> Administrative Assistant, HQ	
<b>BRANCH:</b> Administration	<b>REPORTING TO:</b> First Assistant Secretary	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> DFFAID.001
<b>SECTION:</b>	<b>LOCATION:</b> Twin Tower 1, Melanesian Way, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
5-1-13	29/07/96	Created
	24/10/01	Re-classified from Grade 8 to Grade 9
	28/11/07	Re-designated/Reclassified from Grade 9 to Grade 10
	26/06/13	Re-designated and reclassified from Grade 10 to Grade 11
	December 2017	Transferred from Dept. of Treasury to Dept. of Finance
	23/01/21	Revised
	12/7/24	Re-designated

2. PURPOSE

Assist in the operations of the Division through the provision of administrative support, including maintenance of office systems, stationary supplies and equipment.

3. DIMENSIONS

The Administration Assistant reports directly to the FAS and provides administrative support to the First Assistant Secretary and the Division as a whole.

4. PRINCIPAL ACCOUNTABILITIES

Ensure that the Division's operations are supported by providing effective administrative services.

5. MAJOR DUTIES

- Ensure proper maintenance of the Office of the First Assistant Secretary and the division.
- Perform highly confidential secretarial and administrative duties for the Division.
- Ensure various administrative tasks are done in an efficient and effective manner, including screening of telephone calls and visitors, classification of correspondences and filing.
- Maintain daily meetings, appointment and teleconferencing schedules for the First Assistant Secretary.
- Ensure that all office equipment is maintained.
- Attend to office procedures, maintain filing system and the Division's Asset Register.
- Facilitate domestic and overseas travel arrangements for the First Assistant Secretary and the division.
- Arrange procurement of goods and services for the Division.
- Maintain records of payments made under the Division's appropriations.
- Reconcile funds status reports and expenditures reports against the divisional records.

- Manage the Division's Petty Cash.
- Undertake other administrative duties as directed.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Report to the First Assistant Secretary, HQ

#### **(b) External**

- Liaise with other departments and state agencies as required from time to time by the FAS.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules & Procedures:**

- Public Service (Management) Act 2014 and Public Service General Orders
- Public Finance (Management) Act 1995 and related instructions and Acts
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan 2 (2016 – 2017)
- Gender Equity & Social Inclusion Policy
- Internal Department of Treasury Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

### **7.2 Recommendations:**

- Provide administrative assistance to the FAS and the Division.

### **7.3 Decisions:**

- Assess, verify and provide advice to the FAS on administrative matters.

## **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 can constrain its capacity in areas of salaries and allowances. Other Public Service limitations can apply as well. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of these limitations and their potential impact.
- Be prepared to contribute to identifying and acquiring the skills and knowledge needed to effectively perform designated tasks. Ensure that any supervised staff are appropriately trained to undertake their designated tasks including, as appropriate, any IT training or training in related systems or tools.

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

**Qualifications and Work Experience:**

- Have a Diploma in Office Administration, Human Resource or Hospitality from a recognized college or tertiary Institution.
- Exposure working as a Admin Assistant within public Sector/Agency;
- Have five (3-5) relevant experience in a similar environment.

**Knowledge:**

- In-depth knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- In-depth knowledge of Public Service General Orders & Code of Business Ethics and Conduct;
- Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- Advanced knowledge of the Integrated Financial Management Systems (IFMS);
- Organic Law on Provincial and Local Level Governments Affairs;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures and
- Government Alesco payroll systems and procedures

**Skills and Abilities:**

- Good communication skills – written and oral
- Proficiency in Microsoft Office Suit and experience with office management skills;
- Abilities to adapt to new technology and procedure;
- Ability to listen, present and persuade at all levels;
- Good analytical skills and ability to make things happen;
- Able to communicate with Regional Finance Inspector and Senior Finance Inspectors, and business at different levels;
- Able to work with colleagues and contribute as a team player;
- Able to take meeting minutes, prepare briefs and reports to the Regional Finance Inspector and Senior Finance Inspectors on admin matters;

**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.

