



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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|--|---|-------------------------------|
| AGENCY: Department of Finance | SYS. POSN. NO: | REF. NO: DFFAID.027 |
| OFFICE: Strategy & Governance | DESIGNATION/CLASSIFICATION: Administrative Assistant, Grade 11 | |
| DIVISION: Financial Accountability & Inspections Division | LOCAL DESIGNATION: Administrative Assistant, Islands Regional Office | |
| BRANCH: Southern & Islands Provincial Inspections & Investigations Branch (SIPIIB) | REPORTING TO: Regional Finance Inspector (IRO) SYS. POS. NO: REF. NO: DFFAID.026 | |
| SECTION: Islands Regional Office (IRO) | LOCATION: Kokopo, ENBP | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------|-------------------|---|
| | 29/07/96 | Re-designated / Reclassified |
| | 29/10/01 | Renumbered |
| | 28/11/07 | Renumbered/Re-designated/Reclassified from Grade 10 to Grade 11 |
| | June 2013 | Renumbered |
| | December 2017 | Transferred from Dept. of Treasury to Dept. of Finance |
| | 23. 01. 2021 | Revise, rename, redesign |

2. PURPOSE

To provide assistance in office administration, secretarial support, and transportation duties to the Islands Regional Office (IRO).

3. DIMENSIONS

The Administrative Assistant supports the Assistant Secretary (Southern and Islands Provincial Inspections and Investigation Branch) but reports directly to the Regional Finance Inspector (RFI) of the Islands Regional Office to provide general administrative assistance, secretarial backup, and driving provision to the RFI (IRO) and staff of the Islands Regional Office.

4. PRINCIPAL ACCOUNTABILITIES

Ensure that the Branch's and Division's administration, secretarial, and transportation requirements are properly maintained at all times.

5. MAJOR DUTIES

- Provide required administration and secretarial support and take meeting minutes.
- Undertake delivery runs of mail.
- Care of equipment and appropriate upkeep of the work and office area.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

Administrative Assistant IRO

25th February 2025

(a) Internal

- Report to the Regional Finance Inspector, Islands Region.

(b) External

- Liaise with other departments and state agencies as required from time to time by the RFI, AS (SIPIB) and Divisional Head.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

Key legislation and Government policies that govern the work of Department of Finance include:

- PNG Constitution
- Public Finance (Management) Act and related instructions
- Organic Law on Provincial and Local Level Government
- Public Service (Management) Act
- Public Service General Orders and Code of Business Ethics and Conduct
- Government Financial Management System and Financial Procedures
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- District Development Authority Act
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- Appropriation Act
- Public Expenditure & Financial Accountability (PEFA) Road Map
- PNG Vision 2050
- PNG Medium-Term Strategic Plan (2010 – 2030)
- PNG Medium-Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.
- Criminal Code Act
- Proceeds of Crime Act
- NPC Procurement Policy and Procedures
- FAID Inspection Manual.

7.2 Recommendations:

- Provide administrative assistance to the Regional Finance Inspector or the Islands Regional Office on matters relating to administrative duties;

7.3 Decisions:

- Assess, verify, and provide advice to the Regional Finance Inspector (RFI) or IRO 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.

- The Department of Finance is operating with 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 a result of staff turnover or staff undertaking long-term studies 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 Degree in Office Administration/Human Resource/ Hospitality or similar, or a Diploma in Secretarial, Office Administration, or Clerical from a recognized college or Learning Institution;
- Exposure working as an Admin Assistant within public Sector/Agency;
- Have three years plus (3 yrs +) experience in a similar environment as well as possession of a current PNG driver's license Class 3 - 6.

Knowledge:

- In-depth knowledge of the 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.

