



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.038
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Administrative Assistant, Grade 11	
<b>DIVISION:</b> Financial Accountability & Inspections Division	<b>LOCAL DESIGNATION:</b> Administrative Assistant, Highlands Regional Office	
<b>BRANCH:</b> Momase & Highlands Provincial Inspections & Investigations Branch (MHPIIB)	<b>REPORTING TO:</b> Regional Finance Inspector (HRO) <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFFAID.037	
<b>SECTION:</b> Highlands Regional Office (HRO)	<b>LOCATION:</b> Mt Hagen, WHP	

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 12 to Grade 14
	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 Highlands Regional Office (HRO).

3. DIMENSIONS

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

25<sup>th</sup> February 2025

**(a) Internal**

- Report to the Regional Finance Inspector, Highlands Region.

**(b) External**

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

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

### **7.2 Recommendations:**

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

### **7.3 Decisions:**

- Assess, verify and provide advice to the Regional Finance Inspector (RFI) or HRO 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:**

- Degree in Office Administration, or Clerical from a recognized college or Learning Institution as well as possession of a current PNG driver's licence Class 3 - 6
- 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.

