



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DOFGOAC.002
OFFICE: Level 4, Twin Tower 1	DESIGNATION/CLASSIFICATION: EXECUTIVE ASSISTANT, GRADE 11	
DIVISION: GOVERNMENT OFFICE ALLOCATION COMMITTEE	LOCAL DESIGNATION: EXECUTIVE ASSISTANT, GOAC	
BRANCH:	REPORTING TO: DIRECTOR SYS. POS. NO: REF. NO: DOFGOAC.001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2024	Transfer from DPM

2. PURPOSE

- To provide high level, efficient support to the Office of the Director in all administrative, clerical and organisational matters
- To administer all activities relating to the efficient functioning of the Office of the Director including document management, records filing, correspondence and diary management.
- To provide professional support to the Director in the preparation of documentation for meetings including agendas, recording and circulation of minutes, and creation and follow-up of action items

3. DIMENSIONS

Unlike other Personnel Assistants, he/she will be responsible for all correspondence coming in, regarding GOAC matters and provide advice to stakeholders on the spot.

4. PRINCIPAL ACCOUNTABILITIES

- I. Assist to coordinate and maintain client engagement ensuring consistent and satisfactory relationship;
- II. Assist to coordinate and ensure all correspondence between stakeholders and the secretariat are in order
- III. Other Administrative matters for the Division/Secretariat

5. MAJOR DUTIES

- Ensure the Directors Schedules are up to date
- Maintain and ensure constant booking and arrangement including awareness is regularly done;
- Ensure that all GOAC meeting minutes are in order/meetings schedules in order
- Ensure all other duties as directed by the Director are up to date

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise with the Director on top priority matters
- Liaise with other colleagues on their given tasks and responsibilities
- Liaise with DoF Advisors on work related issues.

(b) External

- Liaise with all government departments/agencies, private agencies/companies and general public in relation to GOAC matters
- Liaise and work closely with stakeholders, clients and service providers.

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.

7.2 Recommendations:

- Provide recommendations to the Director on GOAC matters
- Recommend to Senior GOAC officers on possible resolutions and identify ways to improve issues, systems and process within the events sector and branch.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks to staff;
- Decide on relevant recommendation to be brought to the attention of the Director

8. CHALLENGES

- Managing the normal Personnel Assistant Tasks with the Technical GOAC matters
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Contribute to the alignment of personal goals with branch goals in open communication and cooperation with team members, 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.

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- As this is no ordinary Personnel Assistant Job, the ideal candidate should be well versed appropriate legislation including the PFMA, General Orders and other relevant policies
- Having a background (Diploma or Degree) in Real Estate Matters, Property/project Management would be an advantage
- 3-5 years' Experience in a similar role

Knowledge:

- Knowledge of administration and management of a public office;
- Knowledge of preparing and presenting events management reports;
- Organisational knowledge of hosting Meetings;
- In-depth knowledge of the Public Service Management Act and the General Orders.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Good time management abilities to manage multiple tasks, priorities and meet deadlines
- Must be flexible to work in a team environment.

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.

