



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS.POSITION NO:</b>	<b>REF.NO:</b> DFICT.002
<b>OFFICE/AGENCY:</b>	<b>DESIGNATION/CLASSIFICATION</b> ADMINISTRATION ASSISTANT	<b>GRADE:</b> 11
<b>DIVISION:</b> INFORMATION COMMUNICATION & TECHNOLOGY DIVISION	<b>LOCAL DESIGNATION</b>	
<b>BRANCH:</b> ICTD ADMINISTRATION	<b>REPORTING TO:</b> FIRST ASSISTANT SECRETARY	<b>POS.NO:</b> DFICTD.001
<b>SECTION:</b> OFFICE- ADMINISTRATION	<b>LOCATION:</b> WAIGANI TWIN TOWER 1	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	July 2024	Revise, rename, redesign

2. PURPOSE

- In conjunction with the First Assistant Secretary;
- Provide effective and efficient maintenance of office filing system, stationery and equipment, typing and secretarial duties and office administration duties.
- To manage administration and logistic support of the Division,
- Responsible for keeping maintenance of proper filing, procession of documents, procurement of stationery and other logistics requirement pertain to the Division,
- Performed the roles of Authorised Requisition Officer, raising claims, ensuring claims are processed on time, and travel logistic arrangements.

3. DIMENSIONS

The Administration Assistant reports to First Assistant Secretary and has no subordinates.

4. PRINCIPAL ACCOUNTABILITIES

- I. Manage, oversee and implement all office administration and logistic support
- II. Record, monitor and evaluate the attendance register
- III. Performed the roles and responsibilities of Authorised Requisitions Officer's role (ARO).
- IV. Provide accountability relating to performance expectations.

5. MAJOR DUTIES

- Effectively manage inwards and outward correspondence;
- Performed the roles of procurements for the division;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Take care office equipment and stationeries.

6. NATURE AND SCOPE

## **6.1 WORKING RELATIONSHIP**

### **(a) Internal**

- Liaise closely with the Assistant Secretaries with three (3) Branches in IACD
- Working alongside with all the Division's Administration Assistant including Executive Division;
- Established good working relationship with all IACD staff, and across all divisions.

### **(b) External**

- Liaise with relevant organisations as directed to do so by the First Assistant Secretary, and IACD Assistant Secretaries.
- Establish a good working relationship with other stakeholders

## **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 First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### **7.3 Decisions:**

- Provide insights and make decisions on budget management for the division;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary AS).

## **8. CHALLENGES**

- Assisting the First Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;

## **9. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

### **Qualifications and Work Experience:**

- Minimum of Grade 10 or 12 with appropriate certificate or diploma in Secretary/Stenograph/Microsoft applications experience.
- Minimum of 6-10 years significant amount of relevant work experience in office administration
- Significant amount of work experience and exposure in administering, managing day to day office business processes

### **Knowledge:**

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

**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;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Strong ability to manage multiple tasks, priorities and meet deadlines
- Ability to work without supervision and to demonstrate strong work ethics and personal maturity

**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.

