



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.002
OFFICE: TWIN TOWER 1, 5 TH FLOOR	DESIGNATION/CLASSIFICATION: ADMINISTRATION ASSISTANT	
DIVISION: NATIONAL & STATUTORY AUTHORITIES REVENUE COLLECTIONS	LOCAL DESIGNATION: ADMINISTRATION ASSISTANT	
BRANCH:	REPORTING TO: NO: FIRST ASSISTANT SECRETARY	SYS. POS. NO: REF.
SECTION: REVENUE MANAGEMENT	LOCATION: TWIN TOWER 1, 5 TH FLOOR, WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	11.03.2025	Revise, rename, redesign

2. PURPOSE

- To provide administrative support to the Division at all times
- To report directly to the First Assistant Secretary - National & Statutory Authority Revenue Collection and perform all duties of a Personal Assistant and other duties as directed.
- To maintain an "appointment" book for First Assistant Secretary – National & Statutory Authority Revenue Collection.
- To keep all divisional information strictly confidential
- To maintain an effective Asset Register of all assets of the Division
- To keep an efficient Divisional Records Filing System for all internal running files
- To manage Staff "sign in and sign out" log book and provide relevant reports to First Assistant Secretary – Revenue Division.
- To effectively manage all stationery of the division including re-stocking and distribution of materials to staff
- To assist in the preparation of the Divisional annual recurrent expenditure budget

3. DIMENSIONS

The Personal Assistant reports to First Assistant Secretary on divisional administrative matters.

4. PRINCIPAL ACCOUNTABILITIES

- Provide administrative support to the Division at all times and report directly to the First Assistant Secretary - National & Statutory Authority Revenue Collection and perform all duties and other duties as directed.

5. MAJOR DUTIES

a) Completion of general National & Statutory Authority Revenue Collection Division Administrative Tasks

- Daily tasks including filing, updating of staff log book, appointments, distribution of Manual Receipt Books, etc, are completed as directed.
- The general work area of National & Statutory Authority Revenue Collection Division workstations is maintained in a tidy and organized manner.
- Stationery for use in National & Statutory Authority Revenue Collection Division is monitored and re-stocked when stock runs out.
- Assistance is provided to any Staff of the National & Statutory Authority Revenue Collection Division during times of workload, etc.
- Initiative is demonstrated in identifying and completing general tasks that will assist the National & Statutory Authority Revenue Collection Division to function effectively.
- All tasks assigned by the First Assistant Secretary of the National & Statutory Authority Revenue Collection Division are diligently carried out.

b) Maintaining the Divisional Running File and other important documentation

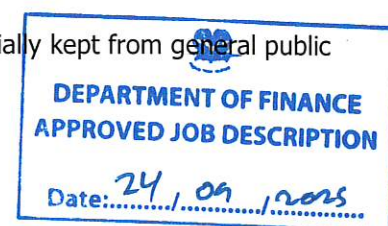
- Green copies of all official correspondence are neatly and orderly filed away in the respective running files for future reference.
- Correspondence received from other organisations are promptly registered and handed to the First Assistant Secretary – National & Statutory Authority Revenue Collection Division.
- Filing folders are maintained and repaired as required.
- All documents regarding transactions and payments are confidentially kept from general public exposure.
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c) Provision of Customer Service

- General enquiries from other organisations or members of the general public are professionally dealt with in a timely and polite manner.
- Unattended phones are answered and messages taken for officers who are away from their workstations.
- General phone enquiries are responded to and answered where possible.

d) Professional Conduct

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times including leading by example, professional behaviour and ethical decision making



- A high standard of personal conduct is consistently demonstrated in the workplace
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated
- Confidential and ethical standards are maintained at all times when undertaking delegated duties



6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with First Assistant Secretary on Divisional administrative matters
- Working alongside with the Divisional Staff
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant National & Statutory Authorities and other agencies on Divisional administrative related matters

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework

7.2 Recommendations:

- Provide recommendations to First Assistant Secretary on divisional administrative related matters;
- Recommend to First Assistant Secretary through possible resolutions and identify ways to improve issues, systems and process within the division.

7.3 Decisions:

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

8. CHALLENGES

- Working under pressure when directed by Supervisors to accomplish in a short period of time
- Stepping in to serve refund clients when incumbent not at work and clients not happy when refunds are not made on timely basis

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- Possess a Diploma in Business related courses from recognised tertiary institution or colleges
- Minimum of 3-5 years' significant amount of relevant work experience in accounting related or and similar management roles in a Public Service Agency;

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;
- Demonstrated knowledge and understanding of a range of accounting and reporting;
- 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 and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.

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.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Administration Assistant, Gr. 10**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date:.....

Division Head Signature:..... Division Head Title:.....

