



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION	SEQ. NO:	POS. NO. DJAGEX. 38
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION EXECUTIVE ASSISTANT (NPC & CRIME PREVENTION)- GR 14	
OFFICE/AGENCY: OFFICE OF THE SECRETARY & ATTORNEY GENERAL	LOCAL DESIGNATION EXECUTIVE ASSISTANT	
DIVISION: TOP MANAGEMENT	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR DEPUTY SECRETARY (NPC & CRIME PREVENTION) - GR. 20	POS. NO. DJAGEX. 37
SECTION: NPC&CP	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB:1/00	16 th NOVEMBER 2000	NO CHANGE
1&ER/PP: 010/02	10 th JUNE 2002	POSITION NO CHANGE
HRM 8.1.20/EX: 11/08	26 NOVEMBER 2008	RECLASSIFIED
HRM 8.1.20/EX: 31/13	31 ST MARCH 2013	RECLASSIFIED
HRM 8.1.20/EX: 21/15	21 ST APRIL 2015	RECLASSIFIED
HRM 8.1.20/EX: 21/24	21 ST APRIL 2024	REVISED

2. PURPOSE

The Executive Assistant is responsible for performing highly confidential secretarial and administrative duties for the Deputy Secretary (NPC & Crime Prevention), supporting the smooth operation of the Deputy Secretary's office by managing administrative tasks, maintaining records, and coordinating communications.

3. DIMENSIONS

- **Staff Supervision:** None

- **Financial Accountability:** None
- **Resources Managed:** Office supplies and records management

4. PRINCIPAL ACCOUNTABILITIES

- Effective and efficient management of all secretarial and administrative tasks.
- Proper organization and management of the Deputy Secretary's office.
- Ensuring all records and correspondence are maintained and managed appropriately.

5. MAJOR DUTIES

- Manage the general administrative operations of the Office of the Deputy Secretary (NPC & Crime Prevention).
- Perform typing, word processing, and stenographic duties, including transcription from Dictaphones and audio files.
- Prepare and draft short letters, circulars, and other correspondence.
- Screen telephone calls, handle correspondence, and manage appointments.
- Maintain an efficient filing system for the Deputy Secretary's office.
- Arrange official functions, travel, and other related duties.
- Ensure the care and maintenance of office equipment and work area.
- Coordinate official visits and other similar duties.
- Relieve the Manager – Executive Services as required.
- Take shorthand notes/minutes of meetings and transcribe them accurately.
- Recommend improvements in the receiving, recording, and distribution of correspondence.
- Uphold Gender Equity and Social Inclusion (GESI) values and principles, fostering a respectful and inclusive work environment.
- Perform other duties as directed consistent with the above responsibilities.

6. NATURE AND SCOPE

6.1 REPORTING AND WORKING RELATIONSHIP

- **Internal:** Reports directly to the Deputy Secretary (NPC & Crime Prevention). Liaises with Constitutional Office-Holders, Branch Heads, and the Manager-Executive Services as required.
- **External:** Liaises with other Departments and agencies as required.

7. WORK ENVIRONMENT

- Office-based role located at Waigani.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Adherence to established departmental and public service rules, procedures, and guidelines.
- Exercise discretion and confidentiality in handling sensitive information.

9. CHALLENGES

- Managing multiple tasks and maintaining confidentiality under pressure.
- Coordinating and facilitating efficient communication within and outside the department.

10. QUALIFICATIONS, EXPERIENCE, AND SKILLS

(a) Qualifications

- Minimum Diploma in Office Administration or Diploma in Management.

- Successful completion of a Certificate in Secretarial Studies and an Advanced Stenographic Certificate course.
- Proficient in computer applications.

(b) Knowledge

- Knowledge of office management and procedures.
- Sound understanding of internal departmental operations and Public Service General Orders.
- Familiarity with the Public Services (Management) Act, Public Finance (Management) Act, and Gender Equity & Social Inclusion Policy.

(c) Skills

- Excellent communication (both written and oral) and interpersonal skills.
- Proficiency in computer and office software applications.
- Strong organizational, public relations, and negotiation skills.

(d) Experience

- Minimum of six (6) years of experience in a similar role.