

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000250105	REF. NO: DJAGFM.10
OFFICE: ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: SNR EXECUTIVE ASSISTANT – GRADE: 12	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: EXECUTIVE ASSISTANT	
BRANCH: FINANCIAL MANAGEMENT	REPORTING TO:	SYS. POS. NO:
	REF. NO: EXECUTIVE MANAGER FINANCIAL MANAGEMENT GR. 19	
SECTION: FINANCE & ACCOUNTS	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

The **Senior Executive Assistant** is responsible for providing high-level administrative support to the Executive Manager - Financial Management Branch (FMB). This includes undertaking confidential secretarial, stenographic, and typing duties, managing the Executive Manager's office, and ensuring the efficient functioning of the Financial Management Branch.

3. DIMENSIONS

- No direct staff supervision.

4. PRINCIPAL ACCOUNTABILITIES

- Manage the office of the Executive Manager - Financial Management.
- Monitor and screen telephone calls and manage appointments.
- Attend to office procedures and maintain filing systems for the Executive Manager's office.
- Ensure a clean and organized work environment.
- Provide administrative support to the Financial Management Branch.

5. MAJOR DUTIES

- Provide confidential secretarial, stenographic, and typing duties for the Executive Manager - Financial Management.
- Monitor and screen telephone calls, schedule appointments, and manage the Executive Manager's calendar.
- Maintain the filing system for the Executive Manager's office and the Financial Management Branch.
- Perform general office duties, including maintaining office equipment, assets, and cleanliness.
- Assist in onboarding new staff and familiarizing them with branch processes and procedures.
- Liaise with other departments and agencies on behalf of the Executive Manager - Financial Management.
- Draft meeting minutes, correspondences, and other documents as required.
- Perform other duties as directed, consistent with the above.

6. NATURE AND SCOPE

The **Senior Executive Assistant** supports the efficient operation of the Financial Management Branch by managing administrative tasks, providing a point of contact for internal and external stakeholders, and assisting with the coordination of financial matters.

6.1 WORKING RELATIONSHIPS

Internal:

- Reports to the Executive Manager - Financial Management on all secretarial and administrative matters.
- Collaborates with staff within the Financial Management Branch and other branches of the department.

External:

- Liaises with other departments and agencies regarding financial matters on behalf of the Executive Manager - Financial Management and branch staff.

6.2 WORK ENVIRONMENT

- The role requires daily engagement in administrative activities within an office environment, managing communications, and supporting the overall function of the branch.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:**

- Department of Justice & Attorney General (DJAG) Policies, Public Finance Management Act (PFMA), Financial Instructions.

- **Decision-Making:**

- Follow the directives of the Executive Manager and Financial Management Branch management team.
- **Recommendations:**
 - Propose internal and external administrative training opportunities.

8. CHALLENGES

- Responding promptly to urgent directions from the Executive Manager.
- Accurately typing and managing meeting minutes.
- Performing a variety of administrative duties under pressure.

9. QUALIFICATIONS, EXPERIENCE, AND SKILLS

(a) Qualifications

- Diploma in Office Administration from a recognized institution.
- Certificate in Office Administration with over five (5) years of work experience equivalent to the diploma qualification level.

(b) Knowledge

- Comprehensive knowledge of secretarial duties and stenographic procedures.
- Proficient in office and records management.

(c) Skills

- Ability to type at 35 words per minute (wpm) and transcribe shorthand at 90 wpm.
- Strong computer and accounting skills.
- Excellent communication skills, both oral and written.

(d) Experience

- At least five (5) years of experience in secretarial duties, with the ability to work under pressure.