



PUBLIC SERVICE OF PAPUA NEW GUINEA
Job Description

1. IDENTIFICATION	SEQ. NO:	POS. NO DJAGSS 41
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION EXECUTIVE ASSISTANT	GRADE 12
OFFICE/AGENCY: OFFICE OF THE STATE SOLICITOR	LOCAL DESIGNATION	
DIVISION: LEGAL POLICY & STATE LEGAL SERVICES	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR DEP. STATE SOLICITOR COMMON LAW	POS. NO. DJAGSS 03
SECTION: COMMON LAW	LOCATION WAIGANI	

HISTORY OF POSITION

File no.	Date of variation	Details
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SS:08	9 Oct 2008	Revised
	22 Feb 2010	Revised
HRM 8.1.20/SS: 31/24	31 ST MARCH 2024	REVISED

2. PURPOSE

- The State Legal Services Division (SLS) encompasses the Offices of the State Solicitor and Solicitor General, providing comprehensive legal services on behalf of the State of Papua New Guinea. The Office of the State Solicitor offers legal advice and clearance, while the Solicitor General’s Office handles litigation matters. The Practice Management Branch supports these offices with administrative tasks and staff development. The Executive Assistant provides essential administrative and clerical support to management and legal offices, ensuring efficient office operations.

3. DIMENSIONS

- **Financial Accountability:** (Specify if applicable)
- **Staff Supervision:** (Specify if there are direct reports)
- **Resources:** Manages office documentation and supports office operations.

4. PRINCIPLE ACCOUNTABILITIES

- Provide accurate and timely administrative and clerical support to management and legal officers.

- Handle all office enquiries effectively, including correspondence, telephone, and visitor interactions.
- Track, classify, file, and secure all files, documents, and records appropriately.
- Professionally manage computer-based files and ensure they are accessible to staff on the office shared drive.
- Ensure office equipment is operational and provide training to staff on its use.

5. MAJOR DUTIES

- Perform administrative and clerical tasks including sorting and distributing mail, registering and tracking correspondence, typing documents, photocopying, arranging meetings, and coordinating functions.
- Respond promptly to telephone and visitor enquiries, providing polite and timely assistance.
- Complete delegated tasks to meet deadlines and project schedules.
- Prepare high-quality correspondence, briefs, and reports in a timely manner.
- Maintain accurate records and files, ensuring efficient retrieval by staff.
- Manage the office's shared drive directory and ensure proper document saving procedures.
- Attend meetings, produce agendas and minutes, and assist with diary management for managers.
- Organize travel, accommodation, and meeting arrangements.
- Facilitate computer skills development among staff and arrange external training if needed.
- Ensure office equipment operates effectively and provide training to staff.
- Perform other duties as required.

6. NATURE AND SCOPE

- **Internal Working Relationship:**
 - Liaise with all management and staff within the organization.
- **External Working Relationship:**
 - Coordinate with other agencies, stakeholder organizations, clients, and the public as needed.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adhere to office policies and procedures.
- **Decision:** Make decisions on office management and administrative support.
- **Recommendations:** Provide recommendations on improving office efficiency and support processes.

8. CHALLENGES

- Managing a high volume of work and conflicting priorities while maintaining high standards of accuracy and efficiency.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
 - Diploma in Office Administration from a recognized institution.
 - Secretarial or Office Administration certificate with over 5 years of relevant experience.
- **Skills and Experience:**
 - Strong computer skills with proficiency in MS Word, and preferably MS Excel and PowerPoint.
 - Excellent keyboard skills with experience in producing quality correspondence, reports, and briefs.
 - Knowledge of office procedures with the ability to manage high work volumes and conflicting workloads.
 - Strong written and oral communication skills with the ability to liaise professionally with management, staff, and the public.
 - Proven initiative, sound judgment, and the ability to proactively implement solutions.