



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SEQ. NO: DJAGSS 35	POSITION NO.: DJAGSS 35
DESIGNATION/CLASSIFICATION: Senior Executive Assistant to the Office of the State Solicitor / Grade 14	OFFICE/AGENCY: Office of the State Solicitor	LOCAL DESIGNATION: Senior Executive Assistant
DIVISION: Legal Policy & State Legal Services	BRANCH: State Solicitor's Office	IMMEDIATE SUPERVISOR: State Solicitor / EXL04
SUPERVISOR POSITION NO.: DJAGSS 01	SECTION: Administrative Support	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
HRM 8.1.20/SS: 31/13	31 ST MARCH 2013	REVISED
HRM 8.1.20/SS: 20/24	20 TH AUGUST 2024	REVISED

3. PURPOSE OF THE JOB

The Senior Executive Assistant to the Office of the State Solicitor is responsible for providing high-level administrative and clerical support to the State Solicitor and senior managers within the Office of the State Solicitor. This role ensures the smooth operation of the office by handling enquiries, managing correspondence, maintaining records, organizing meetings, and ensuring that office systems and procedures are efficiently managed.

4. DIMENSIONS

- **Supervision:** Directly supervises junior administrative staff or other support personnel within the office.
- **Financial Responsibility:** Ensures efficient use of office resources and manages budget allocations for office supplies and other administrative expenses.
- **Administrative Support:** Provides comprehensive administrative support, including handling sensitive information and coordinating executive-level meetings.

5. PRINCIPAL ACCOUNTABILITIES

- Ensure that the State Solicitor and senior management receive accurate and timely administrative and clerical support.
- Handle all enquiries to the office effectively, ensuring timely and appropriate follow-up actions.
- Manage the classification, filing, and security of files, documents, and records, both physical and digital.
- Oversee the management of computer-based files, ensuring proper organization and accessibility on the office shared drive.
- Maintain operational office equipment and train staff in the use of such equipment as needed.

6. MAJOR DUTIES

- Perform all necessary administrative and clerical tasks, including sorting and distributing mail, registering and tracking correspondence, typing and producing documents (correspondence, briefs, court documents, reports), photocopying, and arranging meetings.
- Respond promptly to telephone and visitor enquiries, ensuring polite and helpful service.
- Manage and prioritize delegated tasks to meet deadlines and ensure project schedules are adhered to.
- Prepare correspondence, briefs, and reports to a high standard, ensuring timely submission.
- Maintain accurate records of all documents and correspondence passing through the office, ensuring they are efficiently filed and accessible.
- Organize and maintain the office's computer shared drive directory, ensuring that all staff save their work-related documents appropriately.
- Attend meetings, prepare agendas, and produce minutes as required.
- Assist managers with diary management, ensuring they are informed of upcoming meetings and appointments.
- Coordinate travel, accommodation, and meeting arrangements for the State Solicitor and other senior staff.
- Provide training and assistance to other staff to enhance their computer skills and arrange for external training if necessary.
- Ensure all office equipment is operational and that staff are proficient in its use.
- Perform other duties as required, consistent with the role's responsibilities.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

(a) Internal:

- Regular interaction with the State Solicitor, Deputy State Solicitors, and all staff within the State Legal Services Division.

(b) External:

- Liaison with government agencies, stakeholder organizations, clients, and the public as required to facilitate the office's functions.

7.2 WORK ENVIRONMENT

- The role operates in a high-demand environment requiring discretion, professionalism, and the ability to manage multiple tasks simultaneously.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Must adhere to departmental policies, legal procedures, and office protocols.
- **Decision-Making Authority:** Authorized to make decisions on administrative procedures, office management, and scheduling within the State Solicitor's Office.
- **Recommendations:** Provide recommendations on administrative improvements, office procedures, and resource management within the office.

9. CHALLENGES

- Managing the demands of a fast-paced office environment while maintaining high standards of administrative support.
- Ensuring effective communication and coordination across the office to support the State Solicitor and senior management.

10. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualifications:

- Diploma in Office Administration from a recognized institution.
- Secretarial or Office Administration Certificate with at least 5 years of relevant work experience within the Department or similar agencies.

(b) Knowledge:

- Good knowledge of office procedures and best practices in administrative support.

(c) Skills:

- Strong computer skills, particularly in MS Word, and preferably in MS Excel and PowerPoint.
- Excellent typing and document production skills with a focus on quality and accuracy.

- Strong organizational skills and the ability to manage conflicting workloads and set priorities.

(d) Experience:

- Proven experience in providing high-level administrative support, including managing correspondence, reports, and scheduling for senior executives.
- Strong communication skills, both written and oral, with the ability to interact confidently and professionally with management, staff, and the public.