



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> Department of Justice & Attorney General	<b>SEQ. NO:</b> DJAGSS 62	<b>POSITION NO.:</b> DJAGSS 62
<b>DESIGNATION/CLASSIFICATION:</b> Executive Assistant / Grade 12	<b>OFFICE/AGENCY:</b> Office of the State Solicitor	<b>LOCAL DESIGNATION:</b> Executive Assistant
<b>DIVISION:</b> State Legal Services	<b>BRANCH:</b> International Law	<b>IMMEDIATE SUPERVISOR:</b> Deputy State Solicitor - International Law / Grade 19
<b>SUPERVISOR POSITION NO.:</b> DJAGSS 40	<b>SECTION:</b> International Law	<b>LOCATION:</b> 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: 31/13	31 <sup>ST</sup> MARCH 2013	REVISED
HRM 8.1.20/SS: 20/24	20 <sup>TH</sup> AUGUST 2024	REVISED

## 2. PURPOSE OF THE JOB

The Executive Assistant is responsible for providing comprehensive administrative and clerical support to the Deputy State Solicitor - International Law and the legal officers within the International Law Section. This role ensures the smooth operation of the office by handling enquiries, managing correspondence, maintaining records, and coordinating meetings. The Executive Assistant supports the International Law unit's efforts in providing legal advice and clearance on various international law matters, including treaties, conventions, human rights, trade, and related areas.

## 3. DIMENSIONS

- **Supervision:** May oversee junior administrative staff within the section.
- **Financial Responsibility:** Responsible for managing office resources, including procurement of supplies and monitoring administrative expenses.
- **Administrative Support:** Provides comprehensive support to the Deputy State Solicitor and legal officers, ensuring all administrative processes are efficient.

#### **4. PRINCIPAL ACCOUNTABILITIES**

- Provide accurate and timely administrative and clerical support to the Deputy State Solicitor and legal officers.
- Handle all enquiries effectively, ensuring timely and appropriate follow-up actions.
- Manage the classification, filing, and security of both physical and digital files, documents, and records.
- Oversee the management of computer-based files, ensuring proper organization and accessibility on the office shared drive.
- Maintain operational office equipment and ensure staff are trained in its use.

#### **5. 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, providing polite and helpful assistance.
- Manage and prioritize delegated tasks to ensure progress is made, deadlines are met, and projects are kept on schedule.
- 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 efficient filing and retrieval.
- Organize and maintain the office's computer shared drive directory, ensuring that all staff save work-related documents appropriately and that all are trained in this procedure.
- 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 Deputy 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.

#### **6. NATURE AND SCOPE**

## 6.1 WORKING RELATIONSHIP

### (a) Internal:

- Regular interaction with the Deputy State Solicitor, legal officers, and other staff within the International Law Section.

### (b) External:

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

## 6.2 WORK ENVIRONMENT

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

## 7. 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 International Law Section.
- **Recommendations:** Provide recommendations on administrative improvements, office procedures, and resource management within the section.

## 8. 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 Deputy State Solicitor and legal officers.

## 9. QUALIFICATIONS, EXPERIENCE AND SKILLS

### (a) Qualifications:

- Secretarial or Office Administration Certificate, with the ability to type at least 40 wpm.

### (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.