



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGEX. 04
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION OFFICE MANAGER GR 17	
OFFICE/AGENCY: OFFICE OF THE SECRETARY & ATTORNEY GENERAL	LOCAL DESIGNATION OFFICE MANAGER	
DIVISION: TOP MANAGEMENT	HIGHEST SUBORDINATE	POS. NO.
BRANCH: EXECUTIVE MANAEGMENT	IMMEDIATE SUPERVISOR SECRETARY & ATTORNEY GENERAL EX. L6	POS. NO. DJAGEX. 01
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB:1/00	16 th NOVEMBER 2000	REDESIGNATED
1&ER/PP: 010/02	10 th JUNE 2002	REVISED
HRM 8.1.20/EX: 11/08	26 NOVEMBER 2008	REDES/RECLASS
HRM 8.1.20/EX: 31/13	31 ST MARCH 2013	RECLASS

PURPOSE OF THE JOB

The Top Management is the executive section of the Department of Justice. It consists of the Secretary and the Deputy Secretaries, the audit section, and the staff that support these positions.

The position of Office Manager is responsible for managing all the support functions within the Top Management Branch. This includes all clerical, secretarial, and administrative functions, security services and drivers. The role has some financial, research and correspondence/report writing responsibilities. The role has a number of positions reporting to it. Also carry out

investigations into matters which do not specifically fall into function areas and advise the Departmental Head on findings as directed by the Departmental Head.

ACCOUNTABILITIES:

- Ensure that all NEC decisions are securely filed and that follow-up on NEC decisions which are required to be implemented.
- Ensure that all clerical and administrative functions within Top Management are performed in an effective and timely manner.
- Ensure that the driving and security functions are satisfactorily performed.
- Ensure that the budget estimates for Top Management expenditure are prepared each year.
- Ensure that expenditure within the branch is authorized and funded.
- Provide effective Supervisory role to subordinates.

MAJOR DUTIES:

- Manage and co-ordinate the work of all the support staff within the Top Management branch.
- Follow-up on NEC decisions which are required to be implemented and ensure the NEC decisions are electronically filed, indexed and secured.
- Establish and monitor NEC Decisions Data base.
- Draft correspondence and memoranda on behalf of the Secretary.
- Research and prepare briefs and notes for the Secretary on ad hoc administrative issues as required.
- Read and summarize reports for the Secretary as required.
- Organize and attend meetings and take minutes as required, including Branch Heads and Corporate Executive Team (CET) meetings.
- Review systems and procedures in the Office of the Secretary and make recommendations for improvements.
- Attend conferences and workshops as required and accompanies Secretary on official business when necessary.
- Prepare *Recurrent Budget Estimates* annually and review and monitor Top Management budget expenditure reports.
- Assist in preparation of the department's Corporate and Annual Plans, particularly the Top Management annual plan.
- Joint formulation of Activity work plans with subordinates.
- Coach, mentor and provide directions for subordinates.
- Ensure that subordinates are clearly and well informed of their responsibilities.
- Perform other duties as directed.

REPORTING AND WORK RELATIONSHIP -INTERNAL

- Reports to the Secretary
- Liaise with Attorney General & Minister's Office
- Liaise with Deputy Secretaries, Branch Heads and Constitutional Office-Holders
- Liaise with Executive Manager Finance on financial matters
- Liaise with Executive Manager Human Resources on HR matters
- Liaise with all Branch Heads and Constitutional Office Holders

WORK RELATIONSHIP -EXTERNAL

- Liaison Officer for ALL NEC and CACC Matters
- Other government agencies as required
- Judiciary
- PNG Law Society
- Liaise with Law & Justice Sector Program and Secretariat
- Travel Agents

PERSON AND POSITIONS SPECIFICATIONS

Qualifications

- Bachelors' Degree in Public Administration or appropriate equivalent qualification.

Knowledge, Skills and Experience

- Extensive knowledge and at least 7 years experience in the administration of a sizable government branch or section
- Proven capacity to effectively supervise clerical and administrative team excellent communication skills – oral and written with the proven capacity to conduct research and draft coherent correspondence and reports
- Understanding of the PNG system of government
- An understanding of the legal process and the standard legal formats for making submissions to the NEC and the CACC.
- Experience and knowledge of HR processes within the government context
- High level computer competence in MS Word and Excel.