

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

<b>AGENCY:</b> DEPARTMENT OF JUSTICE & ATTORNEY GENERAL	<b>SYS. POSN. NO:</b> (10 digit concept payroll no.)	<b>REF. NO:</b> DJAGFM.10
<b>OFFICE:</b> ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION:</b> ADMINISTRATIVE OFFICER – GRADE: 12	
<b>DIVISION:</b> CORPORATE AFFAIRS & GENERAL ADMINISTRATION	<b>LOCAL DESIGNATION:</b> EXECUTIVE ASSISTANT	
<b>BRANCH:</b> FINANCIAL MANAGEMENT	<b>REPORTING TO:</b> <b>REF. NO:</b> EXECUTIVE MANAGER FINANCIAL MANAGEMENT GR. 19	<b>SYS. POS. NO:</b>
<b>SECTION:</b> FINANCE & ACCOUNTS	<b>LOCATION:</b> WAIGANI	

**HISTORY OF POSITION**

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

**2. PURPOSE**

The Administrative Officer is responsible for providing administrative support for the Financial Management Branch and undertaking confidential secretarial, stenographic and typing duties for the Executive Manager-Financial Management and all other responsibilities and duties for Financial Management Branch.

**3. DIMENSIONS**

Nil staff supervision

**4. PRINCIPAL ACCOUNTABILITIES**

- Manage the office of the Executive Manager – Financial Management.
- Monitor and screen telephone calls.
- Attend to office procedures.
- Attend to all fillings; maintain filling system for the Executive Manager – Financial Management's office.

**5. MAJOR DUTIES**

- Undertake Conditional Secretarial, Stenographic and typing duties for the Executive Manager – Financial Management.
- Monitor and screen telephone calls including appointments for the Executive Manager Financial Management.
- Attend filling and maintain filling system for the Branch.
- Carryout general office duties and care of office equipment's and assets and cleanliness of working area.

- Perform other duties as directed, consistent with the above.

## **6. NATURE AND SCOPE**

- Attend to all staff needs and reports to Executive Manager
- Attend to all new staff and help them know the process and procedures
- Make known to Financial Management Branch to all other staff

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Report to the Executive Manager – Financial Management on all matters relating to secretarial duties.

#### **(b) External**

- Liaise with other Departments in relation to financial matters on behalf of the Executive Manager – Financial Management and staff of the Branch.

### **6.2 WORK ENVIRONMENT**

This position is of administratively

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- Rules/procedures -DJAG Policies, PFMA, Financial Instructions
- Decision -always follow FMB Management team
- Recommendations- for internal and external administrative trainings

## **8. CHALLENGES**

- Attend to urgent direction from the Executive Manager
- Typing of Meeting Minutes
- Administrative Duties

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **Qualifications**

- Diploma in Office Administration from any recognized Institution.
- Certificate in Office Administration with over 5 years work experience is equivalent to the diploma qualification level.

### **Knowledge**

- Good knowledge in secretarial goals and stenographic procedures.
- Good knowledge in office and records management.

### **Skills**

- Ability to type 35 wpm and transcribe shorthand at 90 wpm and computer skills.
- Must possess skills in accounting.
- Good communication skills in both oral and written.

### **Experience**

- Must have five (5) years of experience in the secretarial duties and can work under pressure.