



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGOA. 15
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: GEOGRAPHY INFORMATION SCIENCE (GIS) OFFICER	
OFFICE/AGENCY: OCEAN AFFAIRS SECRETARIAT	LOCAL DESIGNATION: GEOGRAPHY INFORMATION SCIENCE (GIS) OFFICER	
DIVISION: LEGAL POLICY & STATE LEGAL SERVICE	HIGHEST SUBORDINATE:	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR: DIRECTOR OCEAN AFFAIRS, GR.19	POS. NO. DJAGOA.01
SECTION: MANAGEMENT	LOCATION WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20	21 ST MARCH 2016	CREATED
HRM 8.1.20	30 TH APRIL 2019	REVISED

▪ PURPOSE

The primary objective of this Office is to facilitate the coordination of ocean work in all government agencies namely those which have responsibilities under their constituent legislation to exercise certain powers and responsibilities in the oceans.

The focus of this office will assist Department of Foreign Affairs and key agencies in the provision of legal advice to enforce the powers, functions and responsibilities spelt out in the Maritime Zones Act 2015 and the National Oceans Policy and Vision 2050 of the Government.

The position of the Executive Assistant is to provide general administrative and clerical support to the management and to respond promptly and professionally to enquiries which come to the office.

▪ DIMENSIONS

- The Executive Assistant does not formally manage any staff but coordinates the administrative work of the Office in cooperation with the other administrative staff;
- The Executive Assistant is responsible for making recommendations regarding any financial expenditure required to perform his/her duties, and for ensuring that his/her

financial expenditure is properly acquitted, as well as assisting in managing the Branch's budget, by processing invoices for approval and tracking and analyzing expenditure;

- The Executive Assistant is responsible for ensuring that Office assets under his/her control are properly used, and ensuring the Branch's asset register is maintained.

- **PRINCIPLE ACCOUNTABILITIES**

- Ensure that management are provided with accurate and timely administrative and clerical support.
- Ensure that all enquiries to the office are effectively handled and that any follow-up action is completed in a timely fashion (it includes correspondence, telephone and visitor enquiries).
- Ensure that files, documents and records are appropriately tracked, classified, filed and secured.
- Ensure that all computer-based files are professionally managed and saved on the office share-drive so that other staff members have access to the documents.
- The executive assistant shall report directly to the Director for the organizational, management and administrative support identified below in the discharge of duties in the Oceans Affairs Office.

- **MAJOR DUTIES**

- Perform all administrative and clerical responsibilities required within the office, including sorting and distributing mail, registering and tracking correspondences and other documents, typing and producing correspondence, briefs, reports, etc, photocopying, and arranging meetings and co-ordinating functions;
- Respond promptly to all telephone and visitor enquires and ensures that enquiries are provided with polite, helpful and timely assistance;
- Take responsibility for completing all delegated tasks to ensure progress is made, deadlines are met, and projects are kept to their schedule;
- Ensure that correspondence, briefs, and reports are prepared to a high standard and are submitted in a timely manner.
- Keep accurate records of all correspondence and documents which pass through the office and ensure that these are appropriately filed in a manner that will allow other staff to efficiently locate them.
- Attend meetings and take responsibility of producing agendas and minutes.
- Assist managers organize diaries and ensure that managers are kept advised of the meetings and appointments.
- Ensure that travel, accommodation and meeting arrangements are organized.
- Ensure that all office equipment is operating effectively and ensure that other staff in the office has the skills to operate this equipment.
- Perform other duties as directed and consistent with the above.

- **NATURE AND SCOPE**

- **WORKING RELATIONSHIP**

- **Internal:**

- The Executive Assistant shall report directly to the Director on all work matters identified above and provide assistance to the Personal Assistant where needed.

- **External:**

- The Executive Assistant shall liaise with client Departments, external service providers including national, regional and other external partners, networks, associated with the work of the Oceans Office and report back to the Principal Legal Officer.

- **WORK ENVIRONMENT**

This position performs an executive assistant role for the Director, as well as administrative support to the other 08 officers of the Ocean Affairs Office.

- **CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- Departmental and Office procedures, as well as public sector legislation and guidelines provide general guidance and instructions for how the executive assistance performs his/her functions, under the direction of the Director and other senior Office staff. However, the Executive Assistant is required to exercise discretion in appropriately dealing with public inquiries to the Office and in carrying out some of the administrative tasks. The position does not involve any formal decision-making powers, and decisions must generally be endorsed by the Director.

- **CHALLENGES**

The biggest challenges in the role are juggling the demands made by the Director and other Office staff to perform the full range of administrative functions incorporated in the role.

- **QUALIFICATIONS, EXPERIENCES AND SKILLS**

- a) **Qualifications**

- Diploma in Office Administration or Management from any recognized institution;
 - Certificate in Office Administration or Management with at least over 3 years work experience as an executive assistant in the Department of Justice and Attorney General which is equivalent to the above qualification level.

b) Knowledge

- Strong computer skills with a high level of competence in MS Word and, preferably, MS Excel and PowerPoint;
- Excellent keyboard skills, with proven experience in producing quality correspondence, reports, agendas, minutes and briefs;
- Good knowledge of office procedures, with the ability to handle high work volumes, manage conflicting workloads, and set priorities;
- Strong communication skills-written and oral – with the confidence and manner to liaise with management, staff and public in a polite, professional and helpful manner;
- Proven initiative and sound judgement to take personal responsibility for the completion of tasks and the ability to proactively implement solutions where necessary.

c) Skills

- Asset Management and Registry;
- Records Management;
- Office Management Skills;
- Good Workplace Communication
- Writing Effective Correspondence
- Good Client/Customer Care
- Advance Reporting Writing
- Excellent skills in MS Office, Excel/Word/Power-Point

d) Attributes

- Ability to work as a team;
- Must have ability to establish networking;
- Must be able to practise core values and principal of the DJAG;
- Ability to identify and solving problem.

e) Experience

- Must have a minimum of 2-5 years working experience in the public service or private sector in the similar role