



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Justice & Attorney General	SYS. POSN. NO:	REF NO: DJAGAF.07
OFFICE:	DESIGNATION/CLASSIFICATION: Executive Assistant Gr. 12	
DIVISION: Corporate Affairs & General Administration	LOCAL DESIGNATION:	
BRANCH: Assets & Facilities Management	REPORTING TO: Executive Manager Assets & Facilities Gr. 19	REF NO: DJAGAF.01
SECTION:	LOCATION: 4 Mile, NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30 th APRIL 2014	REVISED

PURPOSE

Assets & Facilities Management is responsible in ensuring that all key activities, projects and/or contracts are closely monitored to ensure value for money. The Branch itself also overlooks the area of security operations to safeguard staff, assets and facilities belonging to the department.

Under the direction of the Executive Manager, Assets and Facilities, the Executive Assistant is to undertake general typing and administrative duties for the Assets and Facilities Group and to assist input and manage data on DJAG'S assets including producing reports.

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.
- Ensure that all office equipment is operational and that other staffs are trained in the use of this equipment.

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.
- Other duties as directed consistent with the above.

REPORTING AND WORK RELATIONSHIP -INTERNAL

- All management and staff in the department.

WORK RELATIONSHIP -EXTERNAL

- Liaise with other agencies, stakeholder organisations, clients, and the public as required.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Certificate or Diploma in Office Administration or Management from any recognized institution.

Skills

- 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.

Experience

- At least four (4) years' experience in office procedures and administration.