PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	**POS. NO.** DJAGEX. 10
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	**DESIGNATION/CLASSIFICATION** EXECUTIVE ASSISTANT GRADE. 12	
OFFICE/AGENCY: OFFICE OF THE SECRETARY & ATTORNEY GENERAL	**LOCAL DESIGNATION** EXECUTIVE ASSISTANT	
DIVISION: TOP MANAGEMENT	**HIGHEST SUBORDINATE**	**POS. NO.**
BRANCH: EXECUTIVE MANAGEMENT	**IMMEDIATE SUPERVISOR** MANAGER AUDITS GR. 17	**POS. NO.** DJAGEX. 05
SECTION: AUDITS	**LOCATION:** WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB:1/00	16th NOVEMBER 2000	NO CHANGE
1&ER/PP: 010/02	10th JUNE 2002	POSITION NO. CHANGE
HRM 8.1.20/EX: 11/08	26 NOVEMBER 2008	RECLASSIFIED
HRM 8.1.20/EX: 31/13	31ST MARCH 2013	RECLASSIFIED
HRM 8.1.20/EX: 21/15	21ST APRIL 2015	RECLASSIFIED

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 Executive Assistant is responsible for performing secretarial and stenographic duties as well as all other administrative matters to the Manager Audits.

ACCOUNTABILITIES:

- Effective provision of secretarial and stenographic duties.
- Effective and efficient management of records within the Audits Section.
- Effective and efficient management of equipment and other administrative matter.
- Effective recording and distribution of incoming and outgoing correspondences.
- Effective screening and referral of telephone calls and clients.

MAJOR DUTIES:

- Undertake confidential secretarial, stenographic and word-processing duties within the Audits Section.
- Assist in general clerical and administrative duties in maintaining Audits.
- Screen telephone calls and arrange appointments.
- Maintain good record and distribution of correspondences.
- Care of equipment and work area.

REPORTING AND WORK RELATIONSHIP -INTERNAL

- Manager Audits.

WORK RELATIONSHIP -EXTERNAL

- Government Departments.
- Other agencies.
- Public/clients.

PERSON AND POSITIONS SPECIFICATIONS
Qualifications

- Certificate or Diploma in Office Administration from any recognized Institution.

Knowledge

- Good knowledge of office procedures.
- Good knowledge of the Public Service system and its practices.
- Good knowledge of Departments, Branches, offices and sections.

Skills

- Typing, filing, telephone manners, handling correspondences, clients, computers, interpersonal and management etc.

Experience

- At least two (3) years of experience in a similar level position.