



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

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| | SEQ. NO: | POS. NO. DJAGPC.46 |
| DEPARTMENT: JUSTICE & ATTORNEY GENERAL | DESIGNATION/CLASSIFICATION RECEPTIONIST - HEADQUARTER GR.10 | |
| OFFICE/AGENCY: OFFICE OF THE PUBLIC CURATOR AND OFFICIAL TRUSTEE | LOCAL DESIGNATION RECEPTIONIST | |
| DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION | HIGHEST SUBORDINATE NIL | POS. NO. |
| BRANCH: | IMMEDIATE SUPERVISOR OFFICE MANAGER - HEADQUARTER GR. 16 | POS. NO. DJAGPC. 31 |
| SECTION: | LOCATION BOROKO, NCD | |

HISTORY OF POSITION

| DPM FILE NO. | DATE OF VARIATION | DETAILS |
|-------------------------|-----------------------------|----------------|
| HRM 8.1.20/PC: 31/13 | 31 ST MARCH 2013 | NO CHANGE |

PURPOSE OF THE JOB

The Public Curator is a statutory office of the State. The Public Curator is responsible for the administration of deceased estates, minors' property and property of persons adjudged insolvent or certified to be insane.

The Receptionist is responsible for the provision of sound clerical and administrative support to the office manager and his / her higher subordinates. The role of the receptionist is to provide essential secretarial support services to the Office Manager in terms of handling all enquiries, correspondence, and other official duties as required.

ACCOUNTABILITIES

- Provide and perform timely clerical duties for the office manager as required.
- Proper storage and maintain confidential and important documents in safe custody.

MAJOR DUTIES

- Perform general clerical and office secretarial duties to the Office Manager
- Act as switchboard operator for the whole office and attend to the office appointments.
- Screen telephone calls and arrange appointments.
- Able to maintain higher standard in area of work.
- Perform other duties as directed, consistent with the above.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Report to the Office Manager
- Liaise with her counterparts in Regional Offices or other Government Departments.

WORK RELATIONSHIP - EXTERNAL

Liaise with her counterparts in private companies and other statutory organizations.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Minimum of Grade twelve education or other secretarial certificate preferable.
- Have worked in this similar role for at least more than two years.
- Must have good typing skills with more than 40 words per minute.
- Must have good computer literacy with experience of using Microsoft Excel, PowerPoint, word, and internet.

Personal Attributes

- Ability to maintain high standard and professionalism with work.
- Proven strong communication, interpersonal, and organizational skills, with ability to deal with clients and staff effectively.
- Honest and reliable person with good work ethic.