



Public Service of Papua New Guinea *Job Description*

	SEQ. NO:	POS. NO DJAGSG 76
DEPARTMENT: Department of Justice & AG	DESIGNATION/CLASSIFICATION Executive Assistant Team 4	GRADE 11
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR PLO 6 Team 4 PLO 5 Team 4	POS. NO. DJAGSG 14 DJAGSG.45
SECTION: Team 4	LOCATION WAIGANI	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SG:08	9 Oct 2008	Revised
	22 Feb 2009	Revised
	March 2013	Revised

PURPOSE OF THE JOB

The State Legal Services Division (SLS) is the entity which includes the Offices of the State Solicitor and Solicitor General. It provides the full range of legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor provides legal advice and clearance while the Office of the Solicitor General office handles all litigation involving the State. The Practice Management Branch provides support to the two offices and is responsible for all administrative and professional development of staff in the SLS.

Teams provide sound legal advice and litigation services in suits by and against the State. This responsibility is conducted on behalf of all government departments, agencies and other instrumentalities of the State, and legal officers in this Team appear as advocates before all levels of courts, tribunals and quasi-judicial bodies. The position of Executive Assistant provides general administrative and clerical support to management and legal officers associated with the work of the Team.

ACCOUNTABILITIES

- Ensure that management and legal officers 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 (this 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 member have access to the documents

- Ensure that all office equipment is operational and that other staff 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 correspondence and other documents, typing and producing correspondence, briefs, court documents, reports, etc, photocopying, and arranging meetings and co-ordinating functions.
- Respond promptly to all telephone and visitor enquiries and ensure that enquirers 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.
- Maintain the office's computer shared drive directory so that all staff can save their documents in a logical and easily-accessible manner. Ensure that staff save all work-related documents on the office shared drive, and that all staff (and management) understand where they should save their files and that they are trained in this procedure.
- 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 other officers build up their computer skills and provide training and assistance. Arrange for external training if necessary.
- Ensure that all office equipment is operating effectively and ensure that other staff in the office have the skills to operate this equipment.
- Other duties as required.

WORK RELATIONSHIP - INTERNAL

- All management and staff in the organisation

WORK RELATIONSHIP - EXTERNAL

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

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Secretarial or office administration certificate, with the ability to type at least 40 wpm.

Skills and Experience

- 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 the public in a polite, professional and helpful manner.
- Proven initiative and sound judgment to take personal responsibility for the completion of tasks and the ability to proactively implement solutions where necessary.