



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60EXW04
WING: <i>Executive</i>	DESIGNATION/CLASSIFICATION: <i>Executive Personal Assistant - Grade 14</i>	
DIVISION: <i>Secretariat</i>	LOCAL DESIGNATION: <i>Executive Personal Assistant</i>	
BRANCH: <i>Office of the Secretary</i>	REPORTING TO: <i>Secretary - DOWH</i>	SYS. POS. NO: REF. NO: 60EXW01
SECTION:	LOCATION: <i>Headquarter - Boroko</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 - 60 - A00	10/12/2021	Re-no, Re-Class

2. PURPOSE

Perform role is to provide high quality executive personal assistant and an administrative support to the Office of DOWH Secretary in a manner that allows the division to fully focus on producing the outputs in order to achieve the Departments desired outcomes.

The Executive Personal Assistant is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

3. DIMENSIONS

This position plays an administrative supporting role for the Office of the Secretary DOWH in scheduling of daily activities and arranging of official travel.

4. PRINCIPLE ACCOUNTABILITIES

Responsible to the Secretary to ensure that an efficient and effective administrative supporting role is undertaken for the Office.

5. MAJOR DUTIES

- 5.1 Support the DOWH Secretary to manage workload and activities. Composing and preparing correspondence that is sometimes confidential.
- 5.2 Co-ordinate and maintain the diary of the Secretary including organizing of all appointments, invitations, meetings and travel arrangements.
- 5.3 Received, register, classify, distribute and dispatch all the incoming and outgoing official correspondences for the Office on behalf of the Secretary.
- 5.4 Maintain appropriate records (files), and ensure that such records are securely and confidentially stored and available when required.
- 5.5 Keep and maintain confidentiality of documents and staff information in the Secretary's office.
- 5.6 Arrange meeting rooms for internal and external meetings as requested, and in advance for recurring meetings.

- 5.7 Screen and monitor all incoming telephone calls and manage interruptions to support the effective time management for the Secretary.
- 5.8 Liaise with as necessary between the division heads and branch heads in relation to administrative matters.
- 5.9 Arrange for official duties with Travel Agencies for ticketing, transport hire and hotel accommodations.
- 5.10 Carry out other duties as directed consistent with the above.

6. NATURE AND SCOPE

- The Executive Personal Assistant is middle level position directly reporting to the Executive Officer in ensuring that an efficient and effective administrative supporting role is undertaken for the Office.
- The Executive Personal Assistant reports to the Secretary and is responsible for providing senior level secretarial and clerical services.

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Secretary and
- The Executive Officer

(b) External

Nil

6.2 WORK ENVIRONMENT

The position is located at Department of Works and Highways, Headquarters and it's an administration position focusing on the administrative and assistance support to the Office of the Secretary. This position requires a Diploma in Office Administration/Management.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial instructions, the Department Policies, Internal DOWH Policies and Procedures and the relevant agreements between Department of Works and Highways and Government of Papua New Guinea.

▪ Decision

Decisions taken shall be in line with the applicable law, standard practices of contract management, department policies and the relevant agreements in place.

▪ Recommendations

Any recommendations made should be in line with the applicable act, bidding documents, the Good procurement Manual and other relevant conditions, guides, manuals, standards and specifications.

8. CHALLENGES

Ensuring an efficient and effective administrative support role is undertaken in the office.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS**(a) Qualifications**

Successfully completed of Grade twelve (12) with Certificate in typing from recognized institution/college. Must be computer literate. Must be a member of PNG Association of Administrative Professionals.

(b) Knowledge

Must have demonstrated knowledge of Secretarial duties and exposure to a high level of management.

(c) Skills

Must demonstrate Secretarial skills appropriate for performing at Executive level with good communication skills, computing skills with exposure in Microsoft Office applications. And also have good work ethics and is customer oriented.

(d) Work Experience

At least three (4) years experience in an Administrative and Personal Assistant role; wide experience in typing and secretarial duties with good telephone manner for higher office.