



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

### 1. IDENTIFICATION

|  |  |                               |                               |
|--|--|-------------------------------|-------------------------------|
| <b>AGENCY:</b><br><i>Works &amp; Highways</i>              | <b>SYS. POSN. NO:</b>  | <b>REF. NO:</b><br>60FOPRO104 |                               |
| <b>WING:</b><br><i>Field Operations</i>                    | <b>DESIGNATION/CLASSIFICATION:</b><br><i>Administration Officer - Grade 13</i> |                               |                               |
| <b>DIVISION:</b><br><i>Regional Works Office - Islands</i> | <b>LOCAL DESIGNATION:</b><br><i>Administration Officer</i>                     |                               |                               |
| <b>BRANCH:</b>   | <b>REPORTING TO:</b><br><i>Regional Works Manager - Island</i>                 | <b>SYS. POS. NO:</b>          | <b>REF. NO:</b><br>60FOPRO101 |
| <b>SECTION:</b>  | <b>LOCATION:</b><br><i>East New Britain</i>                                    |                               |                               |

#### HISTORY OF POSITION

| FILE REF.  | DATE OF VARIATION | DETAILS  |
|------------|-------------------|----------|
| 111-60-A00 | 10/12/2021        | Renumber |

### 2. PURPOSE

Provide administrative and clerical support to the Office of the Regional Works Manager

### 3. DIMENSIONS

Administrative support to the Office of the Regional Works Manager which includes scheduling of daily routine activities.

### 4. PRINCIPLE ACCOUNTABILITIES

Effective and proper use of assets and facilities for their intended purposes in the regional office.

### 5. MAJOR DUTIES

- 5.1 Review and provide appropriate advice to the Regional Works on administrative matters received from the provinces;
- 5.2 Arrange for Regional Works Manager's and other office staff duty travels;
- 5.3 Support the provincial office in which the Regional Works Office is located in logistics for meetings and conferences proposed to be held in the province;
- 5.4 Maintain an efficient filing system for the regional office and ensure all incoming and outgoing copies of correspondences are filed accordingly;
- 5.5 Ensure all closed files are electronically archived in an approved format for future referencing and hard copies of the closed files properly disposed of in an appropriate manner; and
- 5.6 Carry out other duties as required consisted with the above.

### 6. NATURE AND SCOPE

The position is an administrative position in support of the Regional Works Manager and reports to the Regional Works Manager.

## 6.1 WORKING RELATIONSHIP

### (a) Internal

Regional Works Manager, Provincial Works Managers, other Regional Works Managers.

### (b) External

- External service providers; and
- Other central agencies.

## 6.2 WORK ENVIRONMENT

The position is located at Department of Works, Regional Office, Kokopo, East New Britain Province and it's an administration position which provides administrative support to the Regional Works Office.

## 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 Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works and other state agencies.

### ▪ Decision

Decisions taken shall be in line with the appropriate delegation of authority and applicable laws, standard practices, departmental policies and the relevant agreements in place. include performance management, training and leave matters.

### ▪ Recommendations

Any recommendations made should be in line with the applicable acts, and administrative guidelines.

## 8. CHALLENGES

Creating and maintaining a conducive office environment for the day to day operations of the Regional Works Office.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Public Service Higher Certificate or Diploma in Office Administration and must be a member of the PNG Association of Administrative Professionals.

### (b) Knowledge

Sound knowledge of the Public Finance Management Act, Public Service Management Act, General Orders. Knowledge with the department's standard processes of conducting business and relevant internal DoW policies.

### (c) Skills

- Ability to interpret correctly the Public Service Management Act, General Orders and the Public Finance Management Act.
- Proven communication skills both oral and written form; and
- Inter-personal skill

**(d) Work Experience**

Five (5) years of experience working in a similar environment.