



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

IDENTIFICATION

AGENCY: EAST SEPIK PROVINCIAL ADMINISTRATION	SYS. POSN. NO: 084ESPA711	REF. NO: ESPYSS 010
SECTOR: DISTRICT & LLG SECRETARIATE	DESIGNATION/CLASSIFICATION: ADMINISTRATION OFFICER ,GRADE 10	
LLG : SAUSSIA	LOCAL DESIGNATION: ADMIN ASSISTANT	
SECTION : ADMINISTRATION	REPORTING TO: LLG MANAGER SYS. POS. NO: 084ESPA708 REF. NO: ESPYSS 001	
	LOCATION: SAUSSIA LLG –YANGORU SAUSSO DISTRICT	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
05/10/15	20/05/2019	REDES/RECLASS/REVIEWJD

PURPOSE

2.1 Timely maintaining, clerical, administrative support and ensure effective operations of office of Saussia Local Local Level Government

3. DIMENSIONS

3.1 Plays an important role in its designated locality in assisting and ensuring smooth and effective operation in the office of Saussia Local Level Government.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Accountable officer to Saussia LLG's funds and assets
- 4.2 Effective and efficient operation and functioning of the Office of Saussia LLG

5. MAJOR DUTIES

- 5.1 Being the point of contact for range of staff and stakeholders
- 5.2 Scheduling appointments, meetings and timely Preparation of Meetings and meeting documents
- 5.3 Answer phone calls and direct phone calls as appropriate
- 5.4 Receive and respond to email messages
- 5.5 Maintain LLGs filing system
- 5.6 Ordering and taking stocks of office supplies
- 5.7 Make travel arrangement including logistical support for the division
- 5.8 Manage LLG's operations budget
- 5.9 Timely preparation and handling correspondence
- 5.10 Perform other duties as directed by the Management

6 NATURE AND SCOPE

This position is subordinate within the Agency and District Administration and reports directly to LLG Manager of Saussia Local Level Government

6.1 WORKING RELATIONSHIP

- (a) Internal
 - LLG Managers
 - LLG Officers
- (b) External
 - Nil

6.2 WORK ENVIRONMENT

- It plays an important role assisting in ensuring effective operational in Saussia Local Level Government towards archiving the organizational goals and objectives

7 CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/ Procedures

- Public Service General Orders
- Public Finance Management Act
- Public Service Management Act
- Organic Law on Provincial & Local Level Government Affairs.

Decisions

- Directive , Resolutions & Minutes
- PEC Decisions
- Circular Instructions

Recommendations

Nil

8 CHALLENGES

- Implementations of required act and policies and circular instructions
- Resources Limitation
- High Operational Demands
- Stakeholders Pressure
- Location and Work Environment

9 QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Secretarial or Office Administrations Studies

(b) Knowledge

- Public Service Management Act
- Public Finance Management Act
- Public Service General Orders
- Office Administrative Process and Procedures
- Procurement Process of Integrated Financial Management System

(c) Skills

- Interpersonal and communicating
- Computing
- Writing
- Oral communication skills

(d) Work Experience

- 5 years' experience related to the position and its responsibilities