



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COMEX.003
Division Executive Branch	Designation/Classification Personnel Assistant – Grade 12
Branch	Local Designation Personnel Assistant – Executive Branch
Section	Reporting to: PSC Chairman
Location Waigani	Incumbent:

HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Retained & Renumbered
O&AS3-2-20	14.11.2001	J.E. Reclassified from Gr.10. Revised duties & adopted J.D. Format.
O&AS3-2-20	12.9.2003	Renumbered.
O&AS3-2-20	27.7.2007	

2. Purpose

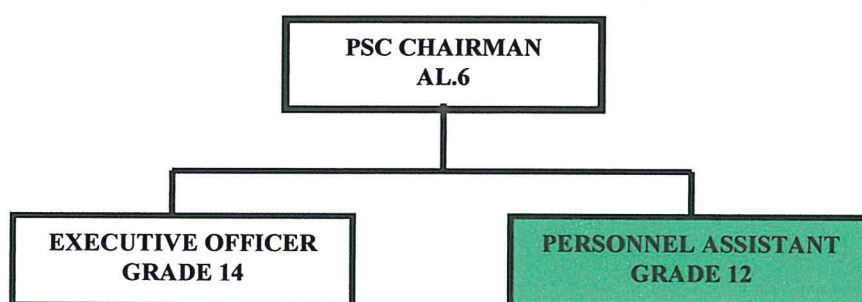
To provide effective and administrative support services to the Office of the Chairman (PSC) and also to undertake confidential secretarial work, and to liaise between the Office of the Commission and Secretariat's staff.

3. Dimension

Manages the number of correspondences coming in and out of the Chairman's office. Assist the Chairman on other PSC duties as directed.

4. Nature and Scope Reporting Relationship

The Senior Personnel Assistant reports directly to the Chairman. In the absence of the Chairman, the Senior Personnel Assistant reports directly to the overseer on acting basis.



4.1 Work Environment

Assist the PSC Chairman in the coordination, administration and disbursement of incoming and outgoing correspondences as per the PSC functions in compliance with the Public Services Commission (PSC) Vision, Mission, Capacity Building Plan (CBP), together with the effective co-ordination and implementation of the Commission's management, corporate and strategic plans.

4.2 Constraints Framework and Boundaries

Logistics and inadequate supplies of office materials; Office materials do not arrived on time as requested due to the slow processing of funds by the Department of Finance; and delivery of correspondences to the respective departments/statutory authorities is very slow due to the shortage of vehicles and drivers.

- **Rules/Procedures**

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; the organic Law on Provincial & Local Level Government Act; and other relevant legislations.

- **Decision**

Decision on review matters, and or administrative matters with time frame to complete the tasks. Make strategic decisions on administrative matters in consultation with the PSC Chairman.

Recommendations

1. Effective & efficient stenographic, typing & confidential secretarial duties and provide administrative services to the Chairman.
2. Produce good quality word processing and presentation materials, screen telephone calls, attend to official visitors, arrange meetings/conferences & make appointments.
3. Ensure the smooth flow of work, maintenance of filing, take care of equipment and keep work area tidy and clean at all times.
4. Co-ordinate and control the daily routine activities of the Chairman's office.
5. Maintain close liaison between the Office of the Chairman and the Office of the Secretary/Commissioners & staff.

4.3 Challenges

- All correspondences (incoming & outgoing) are to be kept confidential.
- Provide sound advice to the Chairman.
- Prepare and provide other administrative matters as directed by the Chairman.

4.4 Working Relationship

• Internal

PSC Chairman, Personnel Administrative Assistant of other Branches, Commissioner (N), and Commissioner (P), Directors of each Division and other Divisions staff of the Commission.

• External

All Personnel/Administrative Assistants of the Departments/Statutory Authorities, Provincial Administrations and Non-Government Organizations (NGOs).

5. Qualifications, Experiences and Skills

5.1 Qualifications

- Minimum Public Service entry qualification is grade ten (10) school certificate essential or a grade 12 level of education is desirable.
- Possession of Department of Education basic secretarial and stenographic certificate in typing and word processing.
- Successful completion of executive secretaries course and secretarial studies at advanced level from a recognized secretarial institution.
- Successful completion of an appropriate computing course at an advanced level from a recognized computer training institution or organization.

5.2 Knowledge

- Good knowledge of secretarial and office procedures.
- Good knowledge of computing application and using Microsoft Word 97 (MS WORD 97), Windows 95/98/2000 & EXCEL operations, etc.

- General knowledge and familiarity with Public Services (Management) Act, P.S. General Orders, PSC Vision, Functions and Responsibilities, etc, desirable.
- 2-3 years working in similar environment and as held administrative positions.

5.3 Skills

Must have the ability to demonstrate the following:

- Ability to type at the speed of 50 wpm and transcribe shorthand at 120 wpm essential.
- Good written and oral communication skills in English.
- Computer literate at high level.
- Ability to supervise & train subordinate staff.
- Good public relations & inter-personal skills.

6. Principle Accountabilities

- Effective & efficient stenographic, typing & confidential secretarial duties and provide administrative services to the Secretary.
- Produce good quality word processing and presentation materials, screen telephone calls, attend to official visitors, arrange meetings/conferences & make appointments.
- Ensure the smooth flow of work, maintenance of filing, take care of equipment and keep work area tidy and clean at all times.
- Co-ordinate and control the daily routine activities of the Chairman's office.
- Maintain close liaison between the Office of the Chairman and the Office of the Secretary/Commissioners & staff.
- Undertake confidential secretarial, stenographic and typing duties for the Chairman.
- Provide effective & efficient administrative support services to the office of the Chairman.
- Take shorthand and dictation and transcribe work at an advance level with due regards to layout and work presentations.
- Compile submissions and agenda items for Commission monthly meetings and general staff meetings.
- Screen telephone calls and make travel arrangement for the Chairman.
- Keep appointment book & schedule appointments & meetings.
- Register all in-coming and/or out-going mails or letters, correspondences, documents, etc.
- Undertake binding duties and also general office work including effective maintenance of the filing system.
- Take good care of office equipment and work area.
- Liaise between the Secretary's office and the Chairman's/Commissioners & staff.