



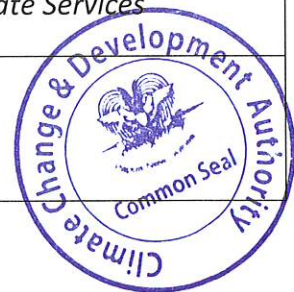
**PAPUA NEW GUINEA PUBLIC SERVICE  
CLIMATE CHANGE AND DEVELOPMENT  
AUTHORITY**



Form OD2.7

**JOB DESCRIPTION**

	<b>SYS. POSN. NO</b> <i>(3600000094)</i>	<b>REF. NO:</b> <i>(OCCD CS02)</i>
<b>AGENCY:</b> <i>Climate Change &amp; Development Authority</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>EXECUTIVE ASSISTANT                      Gr 09</i>	
<b>DIVISION:</b> <i>Corporate Services</i>	<b>LOCAL DESIGNATION:</b> <i>Executive Assistant</i>	
<b>BRANCH:</b> <i>General Managers' Office</i>	<b>Reporting To:</b> <i>General Manager Corporate Services</i>	
<b>SECTION:</b> <i>General Managers' Office</i>	<b>LOCATION:</b> <i>PORT MORESBY</i>	



**JOB HISTORY**

<b>FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<i>511</i>	<i>04/07/2024</i>	<i>Updated</i>

**1.0 PURPOSE**

1.1 To provide executive secretarial, clerical and administrative support services/activities, (i.e. implementing administrative systems, procedure & policies and monitoring administrative projects) to the office of the General Manager for Corporate Services and the Division.

**2.0 ACCOUNTABILITIES**

2.1 Ensure quality and accurate output of all secretarial and stenographic work to reflect the professional status of the General Manager.

2.2 Ensure effective and timely appointments for the General Manager with the Managing Director and other clients.

2.3 Ensure strict confidentiality on all correspondences, reports, related records and ensuring an utmost information security.

### **3.0 MAJOR DUTIES**

3.1 Prepare and finalize executive services, secretarial and stenographic work for the General Manager in a professional manner, ensuring confidentiality a very high priority.

3.2 Develop reporting procedures and maintain a correspondence register for the General Manager.

3.3 Document discussions and produce minutes for every meetings conducted by the General Manager.

3.4 Manage the General Manager's appointment register and ensure continued operation of the office equipment.

3.5 Maintain supplies inventory by checking stock to determine inventory level, placing and expediting orders for supplies and verifying receipts of supplies.

3.6 Maintain General Manager's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travels.



### **4.0 REPORTING AND WORK RELATIONSHIP**

#### **INTERNAL**

4.1 Report directly to the General Manager Corporate Services.

4.2 Liaise closely with the Top Management Committee and other Divisions.

#### **EXTERNAL**

4.3 Maintain a very broad communication network for the General Manager, with all relevant government agencies, clients and stakeholders.

### **5.0 POSITION AND PERSON SPECIFICATIONS**

#### **Qualification**

5.1 Possess Secretarial certificate from a recognized institution.

5.2 Diploma in Office Administration, Accounts or any closely related field is an advantage.

#### **Experience**

5.3 At least three (3) years' work experience in the government sector at a similar executive level.

## Knowledge

- 5.4 Broad knowledge of correspondence flow processes.
- 5.5 Broad knowledge of Protocol processes.
- 5.6 Knowledge of PS General Orders, PS Management Act and the Public Finance Management Act.
- 5.7 In-depth understanding of the requirements of the Organizations' Corporate Plan.
- 5.8 Good knowledge in filing and data management.

## Skills

- 5.9 Executive secretarial and stenographic skills.
- 5.10 Fluent oral and effective report writing skills.
- 5.11 Computer skills (Word, Excel, Document Tracking Software)
- 5.12 Basic Administrative skills.
- 5.13 Good interpersonal skills

