



DEPARTMENT OF COMMUNICATION AND INFORMATION

JOB DESCRIPTION

1. IDENTIFICATION

	POSN. NO: 0580000006	REF. NO: ICCS.55
DEPARTMENT: Information and Communications Technology	DESIGNATION/CLASSIFICATION: Executive Assistant - Grade 10	
OFFICE/AGENCY:	LOCAL DESIGNATION: Executive Assistant	
DIVISION Corporate Services	IMMEDIATE SUPERVISOR: Director	POS. NO: ICCS.054
BRANCH: Corporate Services	HIGHEST SUBORDINATE:	
SECTION:	LOCATION Down Town Port Moresby	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
CICS.02		RECLASSIFIED

2. PURPOSE

To provide support to the Director-Corporate Services in providing effective and efficient Secretarial Services.

3. DIMENSIONS

FINANCE	NO.OF STAFF SUPERVISED	OTHER RESOURCES
Annual Branch budget	Direct: Indirect: SOS	All Branch assets

4. PRINCIPAL ACCOUNTABILITIES

- 3.1 Maintain Director's appointment and Schedules for meetings;
- 3.2 Effectiveness and efficiency of the Office of the Director; and
- 3.3 Attend to office procedures and maintain filing.

5. MAJOR DUTIES

4.1 To plan and develop executive secretarial duties as may be determined by the Director.

6. NATURE AND SCOPE

The Executive Assistant will directly provide secretarial services to the Director Corporate Services and maintain all correspondence of Director. This includes maintaining and oversight of the Office of Director and provide all clerical support services.

6.1 WORKING RELATIONSHIPS

Internal

- Reporting to the Director-Corporate Services.

External

- Maintain communication lines with Stakeholders.

6.2 WORK ENVIRONMENT

The Executive Assistant will work in the Office of the Director liaise with all staffs of the division and other divisions within the Department and will be based in Down Town Port Moresby.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Executive Assistant is guided by the;

- Internal management and operational policies of the Department,
- Department budget control measures,
- ICT and other relevant government development policies including MTDP 3,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

7.2 Decision

- Branch work plans and procedures
- Staff performance appraisal, training and development
- Conflict management and resolution.

7.3 Recommendation

- Staff promotion, transfer, training and development.
- New or revised work plans and activities.
- Work ethics and business best practices.

8.0 CHALLENGES

- Work culture, values and ethics.
- Negative work practices.
- Lack of staff capacity and resources.
- Lack of team work and participation.
- Lack of support from Management

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

9.1 Qualifications

- Appropriate Diploma or Certificate in Secretarial and Office Procedures.

9.2 Knowledge

- Must be knowledgeable in public relations and secretarial duties.

9.3 Skills

- Must have served as a secretary/typist in a Government Organization or a recognized private organization;
- Speaks and understand English well;
- Good public relations skills;
- Take dictation/short hand skills; and
- Computer Literate.

9.4 Experience

- At least served 3-5 years as a steno secretary.