



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION:

DEPARTMENT: Parliamentary Service	POSITION NUMBER: ECS 002
BRANCH: Parliament Legal Service	DESIGNATION/CLASSIFICATION: Administrative Assistant, NP07
DIVISION: Parliament Legal Service	LOCAL DESIGNATION: Administrative Assistant to Director
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Education & Civics
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1-14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2-18	24/09/18	Abolished/Created

2. PURPOSE:

Providing efficient front desk service, clerical, other office procedures and administrative duties under strict directions

3. DIMENSION:

Budget: Not applicable

Staff: Not applicable

Others: Not applicable

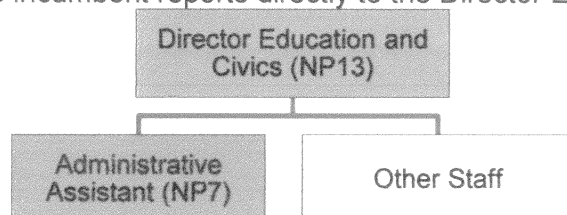
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Responsible for dealing with all correspondence and telephone calls
- Responsible for screening of incoming telephone calls, visitors and other requests
- Maintain an organized diary system for all official appointments
- Responsible for preparing and organizing meetings and taking dictation and minutes
- Assist in organizing events and conferences
- Responsible for typing, compiling and preparing reports, presentations and correspondence
- Implementing and maintaining procedures and administrative systems
- Liaising with staff, suppliers and clients, collating and filing expenses
- Any other duties as required

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the Director Education & Civics



5.2 Internal:

- Work with the Institutional Officers to ensure smooth operation of the office of the Director Education & Civics and other Directors in the absence of their executive assistances
- Report to the Director Education & Civics on the tasks accomplished and progresses made-to-date of tasks relating to the duties of the Executive Assistant.

5.3 External:

- Liaise with outside service providers such as hotels, rental car agents for duty travels of the Director Education & Civics.
- Liaise constantly with others on issues relating to effecting quality service delivery and gather and collate information for action

5.4 Work Environment:

This is a secretarial position and the incumbent is required to facilitate proper office or administrative procedures at the front desk and must possess high quality of professionalism and conduct

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies
- Understand Parliamentary Service Act, Standing Orders and the Constitution

Decisions:

- Not applicable

Recommendations:

- Not applicable

5.6 Challenges

- Delivery of high standard front desk service
- Meet deadlines expected from immediate supervisor

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28/03/19

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in Secretarial Studies or other relevant job experience in office management is highly desirable

6.2 Experience

- 3 to 5 years secretarial experience in other organizations

6.3 Knowledge

- Excellent understanding of office procedures and secretarial duties
- Extensive knowledge of the roles and responsibilities of the Deputy Clerk

6.4 Skills

- Verbal and written communication skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the ***Oaths, Affirmation and Statutory Declaration Act 1962***, conscientious believing the statement contain therein to be true in every particular

Signature
Employer (or its delegate)

Signature
Employee

Date

Date