



PARLIAMENTARY SERVICE JOB DESCRIPTION

IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: IPR 002
DIVISION: Inter-Parliamentary Relations	DESIGNATION/CLASSIFICATION: Administrative Assistant, NP07
BRANCH: Chamber Services	LOCAL DESIGNATION: Administrative Assistant
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director – Inter-Parliamentary Relations
	INCUMBENT:

HISTORY OF POSITION

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

2. PURPOSE:

Perform as Administrative Assistant to the Director in providing all office procedures and administrative duties under strict directions.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

Ben
28/03/19

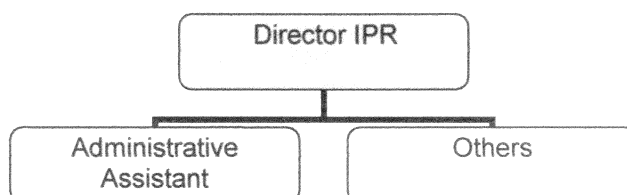
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Responsible for dealing with all correspondences and phone calls.
- Responsible for screening of incoming phone calls, visitors and other requests for the Director
- Maintain an organized diary system for all official appointments for the office.
- Responsible for taking dictation and minutes during meetings
- Responsible for preparing and organizing meetings documents for the Director
- Assist in organising events and conferences
- Responsible for typing, compiling and preparing reports, presentations and correspondence
- Implementing and maintaining procedures/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 IPR, Inter-Parliamentary Relations Office.



5.2 Internal:
Parliamentarians
Speaker
Clerk
Department Heads
NGOs

5.3 External:
Foreign Embassies
Commonwealth Parliament
All foreign matters that requires Parliament attention

5.4 Work Environment

This position is a secretarial position and the incumbent for this position is required to facilitate proper office or administrative procedures at the front desk. It is vital that the incumbent must possess high quality of professional conduct.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

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5.6 Challenges

- Delivery of high standard front desk service.
- Meet deadlines of the immediate Supervisor

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Qualification in Secretarial Studies either Certificate/Diploma is a requirement and or other relevant job experience in Office Management is desirable

6.2 Experience

3 - 5 years' secretarial experience in other organizations is desirable

6.3 Knowledge

Must have a thorough knowledge of front desk office management.

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 contained therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date