



**PAPUA NEW GUINEAN GOVERNMENT**

Papua New Guinea Customs Services

## JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
<b>Position Title:</b>	Administrative Assistant
<b>Report to:</b>	Assistant Commissioner – Corporate Service
<b>Division/Branch/Section:</b>	CORPORATE SERVICE
<b>Location:</b>	Port Moresby
<b>Classification/ Salary Range:</b>	CUS 07 / K40 341 – 49035 pa
<b>Position n°:</b>	CUEX 007
<b>File n°:</b>	

### DUTY STATEMENT:

The overall responsibility of the Administrative Assistant is to undertake Secretarial/clerical support for the Trade & Revenue Administration.

### **EDUCATION AND EXPERIENCE:**

- Grade 12 Certificate as well as short hand and word processing from a recognized Secretarial College.
- Good knowledge of office documentation and office management skills.
- Well attired and can communicate well with people at all levels.
- Well versed with all Microsoft programs with computer skills and knowledge.

### **KEY COMPETENCIES:**

- Well groomed and attired and possess good interpersonal skills
- Shares the values, mission and vision of Papua New Guinea Customs Service.
- Displays integrity, models, behavior, outgoing personality and is a team player.
- Honest and strong discipline with high ethical standards able to maintain confidentiality at all times in discharging his/her duties.

### **KEY RESPONSIBILITIES**

The key responsibility of this position is to provide and take shorthand notes and transcribing notes to ensure that proper formatting, layout and work presentation are complied with by taking minutes, typing documents in the prescribed form. Other responsibilities include;

- To prepare letters, memorandums and other documents for both internal and external correspondences to carry out the objectives and functions for the Branch by typing and ensuring correct content and layout of the documents as per the prescribed form.
- To assist and screen telephone calls and request for appointments to ensure that all calls and appointment to and for the Branch head and respective managers are properly screened by answering, screening telephone calls and arranging appointments effectively.
- To maintain office procedures and maintenance of filing system to ensure that files and correspondence are easily located and properly kept.

### **MINOR RESPONSIBILITIES**



- Perform other duties as directed.



The Job description was completed in consultation with Division/Unit Heads whose signature appears below and approved by the Papua New Guinea Customs Council.

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**Assistant Commissioner-TRA**  
**John Sam**

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**Chief Commissioner**  
**Ray Paul, OBE**

**Dated.**\_\_\_\_\_

**Approved By Papua New Guinea Customs Council**

**Dated**\_\_\_\_\_

Reference:- PNGCC Decision N<sup>o</sup>:..... Meeting N<sup>o</sup>:.....

