



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	PERSONAL ASSISTANT
Report to:	DIRECTOR – INTERNAL AFFAIRS
Division/Branch/Section:	INTERNAL AFFAIRS
Location:	Port Moresby
Classification/ Salary Range:	CUS 07/ K48, 172 – K58, 877
Position n°:	CUIF 025
File n°:	

DUTY STATEMENT:

The overall responsibility of the Administrative Assistant is to undertake Steno-Secretarial/clerical support and assistance for Director, Internal Affairs of Customs to ensure the day to day administration of the Commissioner's office.

EDUCATION AND EXPERIENCE:

- Grade 12 Certificate and or other qualifications relevant to the position.
- Good knowledge of office documentation and office management skills, also able to engaged and communicate with people at all levels and strong negotiation skills.
- Highly organized and well versed with all Microsoft programs with computer skills and knowledge.

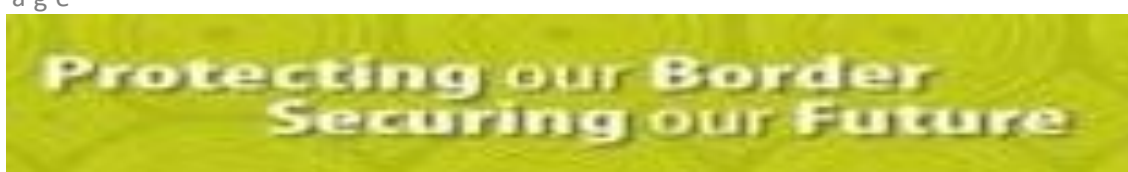
KEY COMPETENCIES:

- The Administrative Assistant should be goal driven, system thinker focused on its key stakeholders striving to achieve desired goals.
- Possess the skills and functions as a leader sharing the values, mission and vision of Papua New Guinea Customs Service.
- Displays integrity, models, behavior, develop people and builds teams to administer and regulate the PNG Customs Act and other relevant legislations in respect to International Trade facilities and border security.
- Demonstrates experience in integrating and coordinating diverse areas of Management, Human Resources, Finance, Information Technology, Planning, Evaluation and Governance.
- Manages constructively, change and transition ability to influence others and addresses impact of attitude.

KEY RESPONSIBILITIES

The key responsibility of the Administrative Assistant is to take shorthand notes and prepare type written reports and briefings from prepared notes to assist Senior and other Staff of the Division. Other responsibilities include;

- Recording details of discussions and records of interview by transcribing of details into type written notes, and storage of relevant information.
- To undertake confidential secretarial stenographer word processing duties for the Directors Internal Affairs and Staff of the Internal Affairs to ensure that written communication, briefings and other proposals forms are prepared professionally, correctly and in appropriate standards acceptable to the Commission.
- To screen telephone calls make appointments and take notes during meetings to



ensure relevant and appropriate information for Senior and other Staff of the Division is received, communicated and that proper records of meetings and discussions are recorded and maintained.

- To maintain efficient filing system and office registers stationery and assets, to enable Senior and other Staff to have access to.
- Maintain a proper care and maintenance schedule for office equipment to ensure all office equipment and machinery remain in working condition.

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.

**Chief Commissioner
Ray Paul, OBE**

**Chief Commissioner
Ray Paul, OBE**

Dated. _____

Approved By Papua New Guinea Customs Council



Dated_____

Reference:- PNGCC Decision N^o:..... Meeting N^o:.....

