



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000152	<b>REF. NO:</b> CCSU.08
<b>WING:</b> Co-operative Societies Unit	<b>DESIGNATION/CLASSIFICATION:</b> Steno – Secretary (KBO)	<b>GRADE:</b> 08
<b>DIVISION:</b> Co-operative Societies Unit	<b>LOCAL DESIGNATION:</b> Steno – Secretary (KBO)	
<b>BRANCH:</b> Operation	<b>REPORTING TO:</b> Assistant Registrar – Operation	<b>SYS. POSN. NO:</b> 0230000009
<b>SECTION:</b> Operation	<b>LOCATION:</b> Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 <sup>nd</sup> Floor	<b>REF. NO:</b> CCSU.02

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)
140	16 – 03 – 2000	Restructure
159	11 – 07 – 2007	Restructure
182 – OD 2.3 / 30062014	30 – 07 – 2015	Restructure
189	06 – 12 – 2018	Restructure

#### 2. PURPOSE

The Steno – Secretary (KBO) is responsible for providing secretarial and stenographic duties for Assistant Registrar – Operation and be the contact point for staff within the Office of the Co-operative Societies.

#### 3. DIMENSIONS

The Steno – Secretary (KBO) reports directly to Assistant Registrar – Operation for all duties.

#### 4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assists the Assistant Registrar – Operation by providing secretarial and administrative services,
- 4.2 Ensures proper filling for all incoming and outgoing documents,
- 4.3 Assists Assistant Registrar – Business Support.
- 4.4 Ensure all administrative services are attended to in a timely manner,

#### 5. MAJOR DUTIES

- 5.1 Perform all the secretarial and administrative duties for the Assistant Registrar – Operation,
- 5.2 Assist Assistant Registrar – Business Support attend to administrative matters,
- 5.3 Keep an electronic registry of incoming and outgoing correspondence,
- 5.4 Attend to office procedures and maintain an effective filling system and create an e-filling to store all documents electronically,
- 5.5 Perform other duties as directed by the Registrar – CSU and Assistant Registrar – Operations



## 6. NATURE AND SCOPE

The Steno – Secretary (KBO) is an important position and:

1. Provides general administrative and secretarial duties for the Assistant Registrar – Operation,
2. Act on all directives on behalf of the Assistant Registrar – Operation,
3. Liaise with other government departments, CSAs and private organizations and provide support to the Office of the Assistant Registrar – Operation and the senior management.

### 6.1 WORKING RELATIONSHIP

#### 6.1.1 Reporting

- To Assistant Registrar – Operation on all administrative matters of the Co-operative Societies.

#### 6.1.2 Internal

- Registrar – Co-operative Societies Unit on all administrative matters,
- Assistant Registrar – Business Support for administrative matters,
- Staff of Corporative Societies Unit for work related matters,
- Other Divisional Heads, Project Managers, Assistant Secretaries and senior officers on work related matters.

#### 6.1.3 External

- Liaises with other Government Departments, agencies and other relevant organisations on matters relating to the Office of the Co-operative Societies,
- Liaises with members of the public on matters relating Office of the Co-operative Societies,
- Liaises with statutory organisations under purview of the Ministry.

### 6.2 WORK ENVIRONMENT

- This is a position responsible for provision of administrative advice and reports directly to Assistant Registrar – Operation. The incumbent would be a seasoned professional with extensive knowledge and experience in office administration.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Steno – Secretary (KBO) is guided by:

- The Mandate and Core business of the Department,
- Co-operative Societies Act,
- Various Legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act, Audit Act, Financial Instructions, and other Industry regulations,
- The PNG Constitution,
- Organic Law on Provincial and Local Level Government.
- Gazettal by Head of State on Ministerial Powers and Functional Responsibilities.
- Vision 2050 and related Development and Implementation Plans



## 7.2 Decisions

- Set goals, targets and priorities of the Co-operative Societies Unit
- Set and priorities work plans and activities,
- Review of work procedures and processes,
- Conflict management and resolution,



## 7.3 Recommendations

- Relevant finance and human resource management strategies,
- Implementation of the Department's Corporate and Management Plans,
- Facilitate dialogue with service providers and other clients,
- Improve budget coordination and implementation,
- Improve asset management,

## 8. CHALLENGES

- Budget and support services,
- Compliance to Public Service (Management) Act and Public Finance Management Act,
- Maintain best business practice and human resource,
- Change management,
- Alignment of audit strategies to Department's Corporate Plan,
- NEC Directives and Decisions on Audit matters,
- Stakeholder collaboration and Team work

## 9. QUALIFICATIONS, EXPERIENCE AND SKILLS

### 9.1 Qualifications

- A minimum of Grade 12 or Certificate in Secretarial Studies or preferably a Diploma in Office Administration, Management or equivalent discipline from a recognized learning Institution.

### 9.2 Knowledge

- Familiar with Office Administration and secretarial duties,
- Familiar with Human Resource Management
- Thorough knowledge of the Government Policy framework,
- Knowledge of Integrated Financial Management System, Public Finance Management Act and Public Service Management Act.
- Knowledge of Public Policy and other National Development Plans including MTDP II & III
- Knowledge of legislations and regulations pertaining to the Department mandate

### 9.3 Skills

- Demonstrated leadership ability in managing the office of the Co-operative Societies Unit,
- Demonstrated ability to build relationships with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Demonstrates public service professionalism and probity,
- Maintains good image of the Department



#### 9.4 Work Experience

- A minimum of three (3) years work experience in senior management level in government agencies or private sector with background in Office Administration or Management.

#### STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: \_\_\_\_\_