TEACHING SERVICE COMMISSION
APPROVED JOB DESCRIPTION
SIGNATURE:
DATE: 2/7/2018

DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. **Identification:**

	Position No: TSC.006
Division: OFFICE OF THE CHAIRMAN	**Designation/Classification:** EXECUTIVE ASSISTANT, GRADE: 9
Branch: VARIOUS	**Local Designation:** EXECUTIVE ASSISTANT TO COMMISSIONER - POLICY
Section: VARIOUS	**Reporting to:** COMMISSIONER - POLICY **Position No:** TSC.002
Location: HEADQUARTERS – FINCORP HAUS	**Incumbent:**

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
ORG: 09/01	11/08/1994	RECLASS. RENO
PD: 20/99	19/04/1999	NO CHANGE
IMPL: 6-2-24	15/08/2007	REDES/RECLASS/REVISE DUTIES
SCMC/-1-14/TSC/ek	19/08/2015	RENO/REDESIGNATED

2. **Position Purpose:**
   - Within broad guidelines, provide confidential Executive duties to the Commissioner - Policy to ensure the Commissioner's daily meetings, appointments and duty travels are planned for.

3. **Dimension:**
   - Finance: Nil
   - Staff: Nil
   - Equipment: 1 x Desk top Computer and telephone

4. **Principal Accountabilities:**

4.1 Responsible to report on a daily basis to the Commissioner – Policy and plan his daily appointments and meetings.

4.2 Accountable to undertake stenography duties and take meeting minutes for the Commissioner's meeting such as the Policy section meetings.

4.3 Accountable to undertake typing duties for the Commissioner and provide receptionist and routine clerical duties.

4.4 Accountable to maintain the Commissioner's filing system.

4.5 Responsible to obtain travel briefs for the Commissioner and make travel arrangements.

4.6 Responsible to carry out the customer service duties for the Commissioner's office.

5. **Major Duties.**

5.1 Report on a daily basis to the Commission – Policy and plan his daily appointments and meetings.

5.2 Undertake stenography duties and take meeting minutes for the Commissioner's meeting such as the Policy section meetings.

5.3 Undertake typing duties for the Commissioner and provide receptionist and routine clerical duties.

5.4 Maintain the Commissioner's filing system.

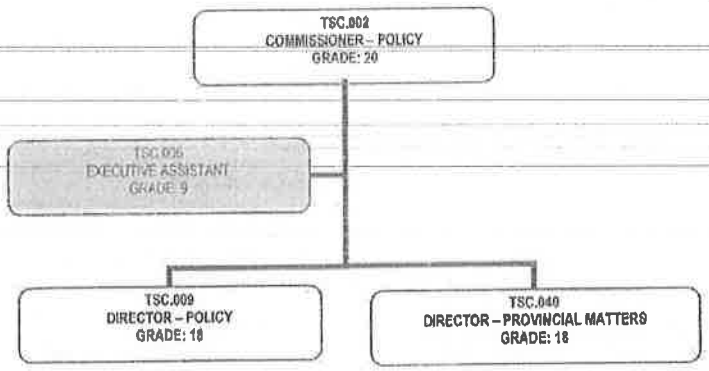
5.5 Obtain travel briefs for the Commissioner and make travel arrangements.

5.6 Perform the customer services duties for the Commissioner's office.

6 **Nature and Scope:**

6.1 Reporting Relations:

- The position reports directly to the Commissioner – Policy as shown below.



6.2 Working Relations:

- Internal: Consults with other Key Board Operators/Secretaries of the Commission and the other staff of the Commission.
- External: Consult with other secretaries within the Department of Education and outside in keeping appointments of meetings.

6.3 Working Environment:

- The position is located at Waigani and will travel to the provinces at the request of the Commission and the Commissioner-Policy.

7. **Constraints Framework and Boundaries:**

- Rules/Procedures: Public Service General Orders, Public Service Code of Ethics and conduct and the Teaching Service Act.
- Decisions: Nil
- Recommendations: Smooth running of the office of the Commissioner-Policy

8. **Challenges:**

- To provide an effective and efficient office management service for the Office of the Commissioner-Policy.

9. **Qualification, Experience, Knowledge, Skills:**

9.1 Qualification:

- Diploma in Office Management.

9.2 Experience:

- Must have three (3) years' work experience as an Executive Assistant with a Senior Executive position.

9.3 Knowledge:

- Office procedures and secretarial duties.
- TSC structure and systems.
- Education Ministry structure and systems.
- Fair knowledge of theTS Act.

9.4 Skills:

- Ability to type a minimum of 50 words per minute and transcribe correct shorthand at 100 wpm.
- High aptitude in the English Language.
- Computer literate in MS word, excel and Power Point.
- Verbal and written communication skills.
- Note taking and Briefing Notes.

(The above principal accountabilities provides a basis for the incumbent officer's annual staff appraisal)

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