DEPARTMENT OF PERSONNEL MANAGEMENT

# POSITION DESCRIPTION

## TEACHING SERVICE COMMISSION

### 1. Identification:

| | |
|---|---|
| | **Position No:** TSC.026 |
| **Division:** OPERATIONS | **Designation/Classification:** EXECUTIVE ASSISTANT GRADE: 8 |
| **Branch:** CORPORATE SERVICES | **Local Designation:** EXECUTIVE ASSISTANT TO DIRECTOR -CORP/SERVICE |
| **Section:** VARIOUS | **Reporting to:** **Position No:** TSC.025 DIRECTOR – CORPORATE SERVICES |
| **Location:** FINCORP HAUS, WAIGANI | **Incumbent:** |

**HISTORY OF POSITION**

| DPM FILE NO. | DATE OF VARIATION | DETAILS |
|---|---|---|
| SCMC/-1-14/TSC/ek | 19/08/2015 | CREATE |

| *Teaching Service Commission Approval:* | | |
|---|---|---|
| *Developed by:* | *Signature:* | *Date:* |
| *Endorsed by Commissioner Operations:* | *Signature:* | *Date:* |
| *Approved by Chairman:* | *Signature:* | *Date:* |

### 2. Purpose:

Provide an effective and efficient secretarial and office administration services to the Director – Corporate Services

### 3. Dimension:

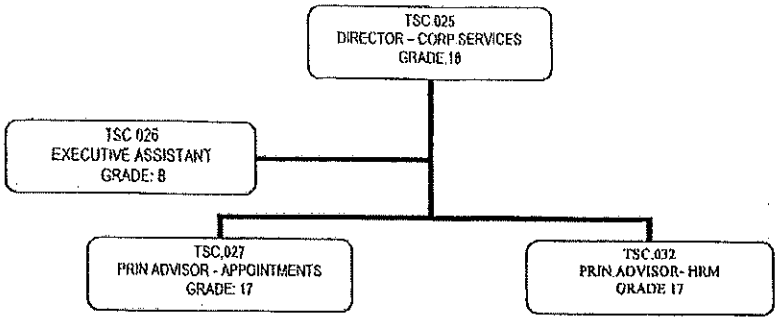
Finance: Nil

Staff: Nil
Equipment: 1 x computer set

### 4. Nature and Scope:

4.1 Reporting Relationships:

This is the only Executive Assistant position reporting directly to the Director –Corporate Services as shown on the graphical form shown hereunder:




4.2 Working Relationships:

***Internal:***
The position will work closely with the Director – Corporate Services and all staff of the division.

***External:***
The position is required to communicate with officers of the education department, the provinces and other departments on behalf of the Director- Corporate Services

4.3 Work Environment:

The position is responsible for the effective and efficient secretarial services to the Director –Corporate Services. It is required to work closely with all staffs of the division.

4.4 Constraints Framework and Boundaries:

- Rules/Procedures: Act and perform within and consistent with the GoPNG regulations as spelt in the PFMA, the revised General Order (4th edition), the TSC Act, the Public Services Code of Ethics and Conduct and other relevant government regulations and policies.
- Decisions: The position is required to act on all decisions and directions made by the Director - Policy and Planning and other senior staffs of the Commission.
- Recommendations: New changes to improve the processes and procedures of the secretarial duties within the office of the Director –Corporate Services

4.5 Challenges:

The major challenge of the position is to provide an effective and efficient secretarial practice within the office of the Director – Corporate Services.

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

5.1 Qualification:

Grade Twelve (12) School Certificate with Diploma in Office Administration.

5.2 Experience:

Over five (5) years' experience in a similar role in the public or private sector.

5.3 Knowledge:

Well vest with the government system and machinery of PNG.
Practical knowledge and understanding of the TSC Act, the revised General Order, the Public Finance Management Act and the Public Service Management Act.
Excellent knowledge of the National Education System of PNG and the Education Act.

5.4 Skills:

Ability to type at a speed of 90 words per minute
Very good customer services skills
Skills in taking short hand

Very good oral and written communication skills.
Very good skills in the use of telephone

**6. Principal Accountabilities:**

6.1 Provide an efficient and effective secretarial service to the Director –Corporate Services in the day to day operation of the office
6.2 Perform typing of all correspondences for the office of the Director – Corporate Services.
6.3 Maintain and update a register of all incoming and outgoing correspondences.
6.4 Receive and screen all incoming official telephone calls to the office of the Director –Corporate Services.
6.5 Screen, make appointments and referrals of clients entering the office.
6.6 Receive, open and date stamp all official mails before referring them to the Director –Corporate Services.
6.7 Conduct filing of correspondences and maintain an efficient filing system for the office
6.8 Mark out and distribute outgoing correspondences to officers within TSC.
6.9 Maintain confidentially of all incoming and outgoing correspondences.
6.10 Promote and maintain a clean office environment and safety of office equipment.

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

*DPM STAMP OF APPPROVAL:*