

## POSITION DESCRIPTION

### Department of Provincial Local Government Affairs

#### AM3696 - Administrative Assistant

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

The **Rural Service Delivery Project (RSDP)** is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

The positions advertised below are based in the **Project Management Unit**, in Port Moresby and **DPLGA** invites applications from highly motivated individuals.

#### Administrative Assistant

This role reports to the Senior Finance Officer.

#### Key Responsibilities:

- Attend to management/WB/PSC queries and other front office duties
- File/archive both electronic and hard copy documentation in accordance with the Project Component filing systems
- Ensure all staff and consultants contract documents are securely filed
- Keep appointments register for key Managers and other project consultants
- Liaise with DPLGA executives re appointments and briefings for PMU
- Help prepare staff meeting minutes and draft PSC meeting minutes
- Assist PMU staff with travelling and logistical arrangements
- Be responsible for replenishment of stationary, staff amenities etc
- Assist with documentation and project assets during planned office relocation
- Perform other tasks and duties as required by the Project Manager and Deputy Project Manager
- Ensure the RSDP PMU office environment is clean and tidy at all times.

#### Expected Competencies:

- Possess a Diploma or Degree in Accounting from a reputable institution
- Minimum of 5 years work experience Government, Private, NGO and Donor funded Programs especially in Rural centred community projects
- Sound working knowledge of the Public Finance Management Act
- Good inter-personal, customer and public relations front office skills.

**Applications close COB Monday 22<sup>nd</sup> October 2018**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**