

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3699 - 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.

There are exciting opportunities across the Provinces listed below and **DPLGA** invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities through the Government's unique **5 year Rural Service Delivery Project (RSDP)**.

East New Britain Simbu West Sepik Western

This position report to the respective Provincial Project Coordinator.

Experience working on similar projects funded by international organizations (WB, ADB, DFAT, EU) would be highly desirable.

Administrative Assistant

Key Responsibilities:

- Ensure the efficient day to day operations of the Provincial Project Office
- Ensure correspondences between PPOs and Provincial Administrations are prudently managed and filed
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letter and forms
- Assist in the preparation of regularly scheduled reports
- Ensure all staff and consultants contract documents are securely filed
- Develop and maintain a filing system
- Maintain contact lists
- Book travel arrangements
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Ensure PPO staff records are kept in secure file system
- Assist the PPO Project Coordinator/Finance Officer for the general housekeeping of amenities, replenishment and sundry utilities
- Ensure the RSDP PPO office environment is clean and tidy at all times
- Assist with documentation and project assets during planned office relocation.

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 22nd October 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguad.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