



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)  
**JOB DESCRIPTION**

		<b>POS. NO</b> UNRE EX 007
<b>DEPARTMENT</b> PNG University of Natural Resources & Environment	<b>DESIGNATION/CLASSIFICATION</b> Executive Assistant (Pro VC, Academic)	
<b>OFFICE/AGENCY</b> CHANCELLORY	<b>LOCAL DESIGNATION</b> Executive Secretary	
<b>DIVISION</b> <i>ADMINISTRATION</i>	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH</b>	<b>IMMEDIATE SUPERVISOR</b> Pro VC - Academic	<b>POS. NO.</b>
<b>SECTION</b>	<b>LOCATION</b> VUDAL, EAST NEW BRITAIN	

**HISTORY OF POSITION (Obtain from council decision records or DPM instruction/correspondences)**

<b>UNRE FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>

**1. PURPOSE**

This position will be responsible to provide secretarial/administrative support to the Pro Vice Chancellor, Academic.

**2. ACCOUNTABILITIES (for improvement, provide a given service on time)**

- Ensure that effective and efficient services are provided to the Pro Vice Chancellor, Academic.
- Ensure that efficient secretarial/administrative tasks involving clients both within and outside of the University are dealt with.

### **3. MAJOR DUTIES**

- Provide proactive and efficient Secretarial and Administrative support to the Pro-Vice Chancellor.
- Maintain the diary book for the Pro Vice Chancellor
- Registrar and attend to all incoming and outgoing mails/telephone call for the Pro Vice Chancellor, Academic.
- Take and type up minutes of meetings as directed and coordinate post-meeting correspondence to follow-up on actions to all relevant parties.
- Attend to internal and external visitors where needed.
- Organise events including meetings, lunches and dinners, seminars as directed.
- Assist Office of the Vice Chancellor/Council where necessary
- Assist in Managing the Chancellery's Front Desk
- Assist in making sure daily transport bookings are dispatched to Transport Section before 4 pm for vehicle allocations for the next day.
- Perform other duties as directed by the Pro Vice Chancellor, Academic.

### **4. POSITION AND PERSON SPECIFICATIONS**

#### **(a) QUALIFICATIONS**

- A Diploma/Degree in Office Administration or Management from a recognized University or college

#### **(b) KNOWLEDGE (Policies/legislations/system/process)**

- Demonstrate an excellent organizational, administrative and management skills
- Demonstrate good oral and written communication skills.
- Knowledge of information storage and retrieval systems
- A working knowledge of liaising with government intuitions and other external organizations in related operational function
- Public Service Management Act
- Public Service Financial Management Act
- PS General Order
- UNRE Act
- UNRE Statute

**(c) SKILLS (Know how/ability)**

- Computer literate (Word/Excel)
- Good communication skills and ability to keep calm under pressure.
- Good interpersonal skills and ability to keep calm under pressure.
- Good working attitude including punctuality at work self-starter and ability to carry out duties without much supervision.
- Have a good confidential skill in keeping information's.
- Ability to uphold, implement and abide by universities rules and regulations]
- Good Public Relations

**(d) WORK EXPERIENCE**

- Three years or more experience in a similar working environment, preferably in a university or college institutions