



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITCOP-015
DEPARTMENT: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: ADMINISTRATION OFFICER GR. 10	
OFFICE/AGENCY: AS ABOVE	LOCAL DESIGNATION: ADMINISTRATIVE OFFICER	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE: ADMINISTRATION OFFICER	POS. NO.: NISITCOP.
BRANCH: HRM	IMMEDIATE SUPERVISOR: MANAGER HUMAN RESOURCES & ADMINISTRATION	POS. NO.: NISITCOP-013
SECTION: ADMINISTRATION	LOCATION: LEVEL 1, POST OFFICE BUILDING, BOROKO, NCD	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
IMP 6-1-NISIT	01.03.2017	Create.

1. General Purpose

The Senior Administration Officer is responsible for overseeing and coordinating the daily administrative operations of NISIT to ensure efficiency, compliance, and smooth delivery of support services across all Divisions. This role provides leadership in administrative planning, office management, logistics coordination, and ensures that administrative systems and processes are aligned with NISIT's operational and strategic objectives.

2. Main Roles and Responsibilities

The Senior Administration Officer will:

- Supervise and coordinate administrative staff and support functions including reception, records management, transport, and logistics.
- Oversee procurement of office supplies, equipment, and services in line with procurement guidelines.
- Ensure maintenance of office facilities, equipment, and assets.
- Coordinate travel arrangements, accommodations, and logistical support for staff and visitors.

- Manage the distribution and safe custody of official correspondence, documents, and records.
- Implement and maintain administrative policies, procedures, and systems for efficiency.
- Monitor and manage budgets for administrative expenses.
- Liaise with external service providers, government agencies, and stakeholders for administrative matters.
- Ensure occupational health and safety standards are maintained within the workplace.
- Prepare and submit periodic administrative and operational reports to management.
- Provide administrative support to senior management and special projects as assigned.

3. Qualification and Experience

- Bachelor's Degree in Business Administration, Management, Public Administration, or a related field.
- Minimum of **5 years** relevant experience in administration, with at least 2 years in a supervisory role.
- Experience working in a government institution, statutory body, or corporate organization preferred.
- Demonstrated experience in office management, procurement, and logistics coordination.

4. Knowledge

- Knowledge of general office administration systems and practices.
- Understanding of public service procedures, government procurement, and financial regulations.
- Knowledge of occupational health and safety requirements.
- Familiarity with NISIT's mandate, services, and organizational structure.

5. Key Competencies

- Strong leadership, supervisory, and interpersonal skills.
- Excellent organizational and time management abilities.
- Proficiency in Microsoft Office Suite and office equipment management.
- Ability to prepare clear and accurate reports.
- Problem-solving and decision-making skills.
- Attention to detail and accuracy in record-keeping.

6. Positive Attitudes

- Professionalism and high ethical standards.
- Proactive and self-motivated with a results-oriented approach.
- Flexible and adaptable to changing priorities.
- Commitment to teamwork and collaboration.
- Respect for confidentiality and sensitive information.
- Willingness to support NISIT's vision and objectives.

7. Performance Criteria

Performance will be assessed based on:

- Timely delivery of administrative support and services.

- Efficiency and effectiveness of office operations.
- Compliance with NISIT's administrative policies and government regulations.
- Accuracy of records and reports.
- Positive feedback from management and staff.
- Effective supervision and development of administrative staff.

8. The Organization Relationship

- **Reports to:** Manager HR & Administration
- **Supervises:** Administration Officers, Admin Drivers, Janitors, and other assigned support staff.
- **Liaises with:** All NISIT Divisions, government agencies, service providers, and stakeholders for administrative support.
- **External Relationships:** Vendors, suppliers, contractors, government agencies, and other partners in relation to administrative operations.