



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITCOP-015
DEPARTMENT: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: SENIOR ADMINISTRATION OFFICER GR. 10	
OFFICE/AGENCY: AS ABOVE	LOCAL DESIGNATION: ADMINISTRATIVE OFFICER	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE: ADMINISTRATION OFFICER	POS. NO.: NISITCOP.20
BRANCH: HRM	IMMEDIATE SUPERVISOR: MANAGER HUMAN RESOURCES & ADMINISTRATION	POS. NO.: NISITCOP-013
SECTION: ADMINISTRATION	LOCATION: LEVEL1, POST OFFICE BUILDING, BOROKO, NCD	

HISTORY OF POSITION

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

1. Purpose

The purpose of this position is to effectively coordinate all administrative affairs and activities of the Institute in close collaboration with the Executive Manager, Corporate Services, Manager Human Resource & other Divisional Executive Managers.

2. Roles and Responsibilities

- 2.1. Ensure effective office administration service are provided to all divisions in terms of, managing and monitoring facility and administrative support services
- 2.2. Maintain constant dialogue with contracted service providers in maintaining all NISIT equipment running conditions.
- 2.3. Effectively coordinate and monitor supply of office stationeries and cleaning materials.
- 2.4. Coordinate and scheduling maintenance and repairs including air conditioning and cleaning
- 2.5. Ensure that all office facilities & equipment are functional all the time and be in charge of arranging any repairs, replacements & maintenance.
- 2.6. Excellent organizational skills with the ability to prioritize, meet deadlines, work well under pressure and manage communications and information with external stake holders

- 2.7. Provide administrative assistance to senior management staff as well as other administrative task as assigned

3. Qualifications Required

- Equivalent to a bachelor's degree from an accredited university with major course work in public administration, business administration, or a business-related field.

4. Job Knowledge

- Has some knowledge of Public Finance (Management) Act and other financial instructions.
- Sound understanding of management and administration processes and procedures.
- Sound understanding of development and administration of department goals, objectives, and procedures.
- Sound knowledge of public sector procurement processes and specifications.
- Sound ability to conduct Research, analyze, and evaluate new service delivery methods and techniques to improve administration functions
- Sound knowledge of the public service communication channels, correspondence and protocols
- Excellent knowledge of "Good time management skills and ability to prioritize work"

5. Required Job Related Skills

- Demonstrated computer skills with Microsoft office applications
- Demonstrated ability to exercise initiative, solve problems and seek counsel where appropriate
- Demonstrated ability to lead a small team
- A positive attitude that is responsive, respectful, inclusive and enthusiastic maintain office security as necessary.
- Participate and update in the development and establishment of office registration, policies, procedures and guidelines.
- Ensure procurement procedures and authorization procedures are followed.
- Sort incoming supplier quotations, invoices and payment requests.
- Assist and maintain proper inventory of Fixed Assets including disposal.
- Build and maintain close working relationship with other NISIT staff.
- Ability to adapt and understand, plan and implement, manage and monitor the Institute's Administrative affairs
- Carry out other administrative duties as directed and consistent with the above.

6. Required Work Experience

- Minimum of 3 – 5 years' experience in administrative roles preferably in the public sector and private sector.

7. Required job related Ethics and Attributes

- Excellent interpersonal skills and communication skills (written and verbal) with the ability to maintain a calm, pleasant and respectful manner the ability to deal with a diverse range of people, in particular to respond to people with respect and sensitivity
- Energetic but collaborative.

- Work independently but be part of the team.
- Displays excellent attention to details and problem solving skills
- Devote appropriate time and effort to the development of professional competence.
- Share new skills with co-workers doing similar jobs.
- Display sober habits and humble attitude towards colleagues and clients.