



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITEX.002
DEPARTMENT : NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: EXECUTIVE ASSISTANT GR.5	
OFFICE/AGENCY:	LOCAL DESIGNATION: EXECUTIVE ASSISTANT	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE: N/A	POS. NO.: N/A
BRANCH: EXECUTIVE	IMMEDIATE SUPERVISOR: DIRECTOR-GENERAL	POS. NO.: NISITEX.001
SECTION:	LOCATION: BOROKO, NCD	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
IMP 6-1-NISIT	28.09.2006	Reno/Redes/Reclass/Revise duties.

1. Purpose

The purpose of the Executive Assistant is to provide and perform executive confidential secretarial duties to the Office of the Director-General, Management Committee Members (Executive Managers) and the NISIT Governing Council.

2. Roles and Responsibilities**Administrative Support:**

- Manage and maintain the Director General's calendar, including scheduling meetings, appointments, travel arrangements.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Handle confidential information with discretion and professionalism.

- Organize and coordinate meetings, including preparing agendas, taking minutes, and following up on action items.
- Liaise with internal and external stakeholders to schedule and confirm meeting times.
- Act as the first point of contact for the Director General, screening calls, emails, and visitors.
- Draft and respond to correspondence on behalf of the Director General.
- Ensure timely communication and dissemination of information to relevant parties.
- Assist in the coordination and management of special projects and initiatives.
- Track progress and provide regular updates to the Director General.
- Ensure the executive office is well-organized and stocked with necessary supplies.
- Prepare reports, summaries, and briefing materials.

3. Education:

- Diploma in Business Administration, Management, or a related field.
- **Experience:**
 - Minimum of 5 years of experience in a similar role, preferably within a governmental high level Executive Level environment.
 - Additional executive secretary/professional administration training is highly desirable.
- **Skills:**
 - Excellent organizational and time management skills.
 - Strong written and verbal communication skills.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Ability to handle sensitive and confidential information with discretion.
 - Strong interpersonal skills and the ability to build relationships with stakeholders at all levels.
- **Attributes:**
 - Proactive and self-motivated with a high level of initiative.
 - Detail-oriented and capable of multitasking in a fast-paced environment.
 - Professional demeanor and appearance.
 - Strong problem-solving skills and the ability to think critically.
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4. Key Competencies:

- Solid computer skills, including ability to produce reports and a variety of correspondence;
- Proven ability to write in a clear and concise manner and to communicate effectively, including engaging with executive diplomatic level personnel and visitors;
- Ability to establish priorities and to plan, coordinate and follow up on the work of the Director General's office
- Good organizational skills, proactive mentality, with a strong sense of urgency;

- Ability to work in a focused and precise manner;
- Proven interpersonal and diplomatic skills; ability to establish and maintain effective working relations at all levels with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good eye for detail and strong on follow up;
- Open minded and willing to take on additional duties in a spirit of continuous learning and development;
- Service/client oriented with a high sense of discretion, maturity and tact to deal with highly sensitive matters.

5. Organization Relationship

(See overall NISIT Organization Structure)