



## **JOB DESCRIPTION**

	<b>SEQ NO.:</b> ..... <b>POS NO.:</b> EX ICC05
<b><u>DEPARTMENT:</u></b> Independent Consumer & Competition Commission	<b><u>DESIGNATION/CLASSIFICATION:</u></b> Executive Assistant - Grade. 9
<b><u>OFFICE/AGENCY:</u></b>	<b><u>LOCAL DESIGNATION:</u></b> Executive Assistant to General Manager/Legal Counsel
<b><u>DIVISION:</u></b> Executive Unit/Legal/Secretariat	<b><u>HIGHEST SUB-ORDINATE:</u></b> Executive Assistants to Executive Managers and Corporate Secretary
<b><u>BRANCH:</u></b>	<b><u>IMMEDIATE SUPERVISOR:</u></b> General Manager/Legal Counsel
<b><u>SECTION:</u></b>	<b><u>LOCATION:</u></b> Headquarters, Port Moresby, NCD

## **HISTORY OF POSITION DETAILS**

<b>REF NO:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	27-Mar-2006	Re-designated and Reclassification

### **PURPOSE**

- Responsible for the efficient administration and execution of all secretarial & administration matters for the office of the General Manager/Legal Counsel.
- Responsible for providing timely and quality supervision of Executive Assistants to Executive Managers and Corporate Secretary as and when required in providing assistance to Commissioners, consultants and all Divisions on a broad range of the Commission's functions and responsibilities.

### **ACCOUNTABILITIES**

- Accountable to the General Manager/Legal Counsel for the effective management of the office secretarial and administration matters.
- Through the General Manager, assist and report to the Commissioners, CEO, Executive Managers, Executive Assistant to CEO or Executive Officer to CEO, as and when required, on all matters concerning the work of the Commission.
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### **MAJOR DUTIES**

- Assist manage the office of the General Manager/Legal Counsel proficiently as a professional Executive Assistant.
- Work effectively with Commissioners, CEO, Executive Assistant to CEO, Executive Officer to CEO, consultants, Executive Managers and Corporate Secretary, and Executive Assistants to Executive Managers and Corporate Secretary, as and when required, to advance the work of the Commission.
- Undertake general secretarial, stenographic and typing duties for the General Manager/Legal Counsel.
- Monitor the switchboard, screen telephone calls, and attend to enquiries as and when required during the absence of the Receptionist.
- Arrange appointments for the General Manager/Legal Counsel.
- Assist the Executive Assistant to Commissioner/CEO as and when required in attending to secretarial and office administration matters.

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- Assist the Executive Assistant to the Commissioner & CEO in clearing reports, papers, etc for Commission meetings.
  - Supervise and direct Executive Assistants to Executive Managers and Corporate Secretary, as and when required.
  - Develop and maintain a systematic filing system for the Office of the General Manager/Legal Counsel in conjunction with the Commission's main filing system.
  - Assist Executive Assistant to Corporate Secretary as and when required in organising Commission Meetings and in related work for the Commissioners.
  - Assist in the preparation of weekly and monthly reports for the Senior Management Committee.
  - Assist in the preparation of six monthly reports and annual reports for the Commission.
  - Perform such other work as directed by Commissioners, CEO, General Manager/Legal Counsel, Executive Managers and Corporate Secretary, Executive Assistant to CEO or Executive Officer to CEO.

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## **REPORTING AND WORKING RELATIONSHIP**

### **Internal:**

- Reports to the General Manager/Legal Counsel.
- Reports to CEO and Commissioners as and when required.
- Reports to Executive Managers and Corporate Secretary as and when required.
- Reports to Executive Assistant to CEO and Executive Officer to CEO as and when required.

### **External:**

- Liaise with the Divisional Heads on general office administration matters and relevant external stakeholders to ICCC.

## **POSITION AND PERSON SPECIFICATIONS**

### **QUALIFICATIONS**

- Minimum of Grade 10 qualification.
- Recognized Certificate in Advanced Secretarial /Office Administration Studies.

### **KNOWLEDGE**

- Sound knowledge and experience in general office procedures, secretarial and administration work.

### **SKILLS**

- Must possess the minimum typing ability of 45wpm or better.
- Sound knowledge of various Microsoft Applications especially Word, Excel, Power-point.
- Ability to work under pressure and to prescribed deadlines;
- Good inter-personal skills.

### **WORK EXPERIENCE**

- Minimum of 5 years work experience as an Executive Assistant or similar position.

**Authorised by: Associate Professor Billy Manoka (PhD) – Commissioner & CEO**