



JOB DESCRIPTION

SEQ NO.: POS NO.: CP.ICCC24

DEPARTMENT:

Independent Consumer & Competition Commission

OFFICE/AGENCY:

DIVISION:

Consumer Protection

BRANCH:

SECTION:

DESIGNATION/CLASSIFICATION:

Steno Secretary – (Momase) Grade: 6

LOCAL DESIGNATION:

Steno Secretary

HIGHEST SUB-ORDINATE:

IMMEDIATE SUPERVISOR:

Regional Manager – Momase

LOCATION:

Lae – Morobe Province

HISTORY OF POSITION DETAILS

REF NO:	DATE OF VARIATION	DETAILS

OVERALL PURPOSE (Why the job exists)

Responsible for providing all secretarial and required administrative duties for the Momase – Regional Office

MAJOR ACCOUNTABILITIES

Accountable to the Regional Manager - Momase

SPECIFIC TASKS/DUTIES (KRAs)

- Ensure all typing and secretarial duties is carried out up-to-date and on a timely basis.
- General Regional administrative support and maintenance of orderly and systematic filing system;
- Organise and ensure sufficient stock of office materials and supplies for efficient operation of the Momase Regional Office;
- Screen telephone calls and refer inquiries to the Regional Manager - Momase or appropriate officer;
- Ensure appointments of Regional Manager - Momase both external and internal;
- Ensure of confidentiality of matters, correspondences etc....;
- Take and produce Minutes of Regional Office meetings;
- Liaise with other Executive Assistant – EM CPD and other Regional Steno-Secretaries on general regional office matters.
- Relieve other Regional Offices on their secretarial administrative duties as and when required;
- Assist in organisation of meeting, workshops, or seminars internal or external
- Ensure house keeping and cleanliness of the Regional Office - Momase;
- Any other duties as directed by the Regional Manager - Momase;

POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Certificate in Basic and Advanced Typing or Certificate in Office Management from any recognised Training Institution.
- Certificate in Stenography.
- Certificate in Microsoft word and/or Excel Spreadsheet

(b) KNOWLEDGE

- Sound knowledge and experience in the General Office management procedure;
- Word Processing and spreadsheet experience;
- File management know how;
- Experience in running secretarial and admin duties in a similar sized organisation;

(c) SKILLS

- Must possess typing ability of 45wpm, shorthand of 80wpm and can work under pressure.
- Must possess skills in handling advanced/ modern office equipment.
- Good communication skills (oral/written)
- PC skills is a must with Excel spreadsheet production

(d) WORK EXPERIENCE

- At least 5 years work experience as Steno Secretary in dealing with Secretarial and Admin duties;

(e) PERSONALITY ATTRIBUTES

- Must have a mature and responsible attitude towards work and staff;
- Be able to work under pressure;
- Can contribute ideas towards better/improved business practices
- Good time keeping

Authorized by: ASSOC.PROF.DR BILLY MANOKA - Commissioner & Chief Executive Officer