



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> Project
<b>SCHOOL/OFFICE:</b> Centre of Excellence in IT	<b>CLASSIFICATION:</b> NN6
<b>DIVISION/STRAND:</b>	<b>POSITION TITLE:</b> Administrative Assistant
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Centre Head
<b>SECTION:</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>
<b>LOCATION:</b> Wagaini Campus	

#### ROLES AND RESPONSIBILITIES OF POSITION

##### PURPOSE

This position is responsible for providing administrative support to ensure efficient operation of the office. Supports Centre Heads and Staffs through a variety of tasks related to organization and communication.

##### ACCOUNTABILITIES

Administrative Assistants provide support to Centre Head, other staffs, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

Administrative Assistants should be able to assist management and all visitors to the centre by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

##### MAJOR DUTIES

1. Handling office tasks, such as filing, generating reports, setting up for meetings, and ordering supplies.
2. Providing real-time scheduling of Courses and Resource utilizations of Centre and preventing conflicts.
3. Answer and Screening phone calls, routing callers to the appropriate party.
4. Keep records of all centre related information.
5. Develop and maintain a filing system
6. Assisting in admission process.
7. Assist in Promotional and Marketing Activities.

## SELECTION CRITERIA

### TRAINING LEVEL OR QUALIFICATIONS

1. Grade Twelve or Equivalent;
2. Preference in qualification as an Administrative assistant / Secretary or equivalent.
3. Experience in Administrative Assistant Job or equivalent.

### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Proven admin or assistant experience
2. Knowledge of office management systems and procedures.
3. Excellent time management skills and ability to multi-task and prioritize work
4. Attention to detail and problem solving skills
5. Strong organizational and planning skills
6. Desire to be proactive and create a positive experience for others.
7. Phenomenal communication and public speaking skills.
8. Knowledge of the UPNG Code of Conduct.

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### HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> Project
<b>SCHOOL/OFFICE:</b> Centre of Excellence in IT	<b>CLASSIFICATION:</b> NN7
<b>DIVISION/STRAND:</b>	<b>POSITION TITLE:</b> Accounts Officer
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Centre Head
<b>SECTION:</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>
<b>LOCATION:</b> Wagaini Campus	

#### ROLES AND RESPONSIBILITIES OF POSITION

##### PURPOSE

This position is responsible for providing financial information to management by researching and analyzing accounting data and preparing reports.

##### ACCOUNTABILITIES

The Accountant will be responsible for managing all financial transactions. Prepares special financial reports by collecting, analyzing, and summarizing account information. Assisting in centre coordination activities viz. admission and management.

##### MAJOR DUTIES

- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Recommends financial actions by analysing accounting options.
- Assisting Centre's Administration activities.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides students by coordinating activities and answering questions.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Maintains customer confidence and protects operations by keeping financial information confidential.

## SELECTION CRITERIA

### TRAINING LEVEL OR QUALIFICATIONS

- Diploma or Bachelor in Accounting, Finance or relevant.
- Work experience as an Accountant or equivalent

### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Excellent knowledge of accounting regulations and procedures.
2. Hands-on experience with any accounting software.
3. Excellent organizing abilities
4. Good understanding of accounting and financial reporting principles and practices.
5. Excellent knowledge of MS Office and familiarity with relevant computer software
6. Great attention to detail
7. Multi-tasking
8. Knowledge of the UPNG Code of Conduct.

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