



ICA
PAPUA NEW GUINEA
PROTECTING BORDERS & PROMOTING PROSPERITY

IMMIGRATION & CITIZENSHIP AUTHORITY

JOB DESCRIPTION

	SEQ. NO.	POS. NO. ICA CS 025
ORGANISATION PAPUA NEW GUINEA IMMIGRATION AND CITIZENSHIP SERVICE AUTHORITY	DESIGNATION ADMINISTRATION OFFICER DCMO	GRADE 10
DIVISION CORPORATE SERVICE	HIGHEST SUBORDINATE NIL	
BRANCH OFFICE OF THE DCMO	IMMEDIATE SUPERVISOR DEPUTY CHIEF MIGRATION OFFICER	
SECTION OFFICE OF DCMO	LOCATION Waigani HQ	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

(To be completed by HR)

1 PURPOSE OF POSITION

Provide high quality confidential support as Administration Officer to the Office of the Deputy Chief Migration Officer and the Management Team.

2 DIMENSIONS

The Administration Officer's position is located within the Office of the Deputy Chief Migration Officer and does not have any direct subordinates staff but is expected to provide administrative support to the Deputy Chief Migration Officer.

3 KEY ACCOUNTABILITIES

- Effective and efficient management of the Deputy Chief Migration Officer's office.
- Effective advice to the Deputy Chief Migration Officer on matters of importance, urgency, and confidentiality
- Effective coordination of a filing system
- Effective coordination of international and domestic conferences/meetings

4 MAIN DUTIES

- Perform day-to-day executive secretarial and administrative duties for the Deputy Chief Migration Officer and the Senior Management Team.
- Maintain confidentiality to the Deputy Chief Migration Officers' office at all times.
- Minute taking and report writing for the Deputy Chief Migration Officer and the Management Team in meetings and conferences.
- Research and presentation of information as required by the Deputy Chief Migration Officer and the Management Team
- Facilitation and support in organizing logistical and administrative assistance to domestic and international conferences/meetings
- Provide confidential and important information upon request by PNG ICS officers on postings
- Maintain high level of communication and networking with the Ministerial officers, International Consultants/Organizations/ NGOs/Aid Donors and Diplomatic Missions
- Maintain appropriate appointment register and schedule appointments

- Maintain high level of receiving and screening of telephone calls, manage correspondence and vet problems on behalf of manager/team
- Undertake clerical and filing duties as required
- Other duties deemed appropriate by the Deputy Chief Migration Officer

5 INTERNAL REPORTING RELATIONSHIPS

- Reports to the Deputy Chief Migration Officer
- Liaise and consultation with Senior Management Team and officers of the Organization as and when required.

6 KEY EXTERNAL STAKEHOLDERS AND CONTACTS

Other Government Departments/Agencies, Diplomats, Australian DIAC, International Organizations and NGOs.

7 DECISION MAKING AUTHORITY

Refer to DCMO Corporate Service Office

8 POSITION REQUIREMENTS

8.1 Skills/Knowledge

- Graduate of Business College with a Diploma in Business Administration and/or Stenographic Certificate.
- Excellent verbal and written communication.
- Ability to communicate effectively with management and external parties
- Initiative and ability to carry out responsibilities independently
- Strong administrative coordination and prioritization abilities
- Must maintain high standards and output in high pressure situations
- Work well within a diverse team / Ability to multi-task
- Maintain confidentiality of sensitive and private information

- Computer literate and excellent public relations.

8.2 Experience

Minimum 5 years of Executive Secretarial experience in either the public or private sector.

8.3 Technical Expertise

None present but where needs be, the position holder will be subject to training programs as required by the Branch and Authority as a whole.