



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 041014
SCHOOL/OFFICE: School of Business and Public Policy	CLASSIFICATION: NN7
DIVISION: Administration	POSITION TITLE: Secretary
BRANCH: Administration	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Executive Officer
SECTION: N/A	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: NIL
LOCATION: School of Business and Public Policy, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

The Secretary will provide efficient, professional, and confidential secretarial and administrative support to the Executive Officer and academic staff within the School of Business and Public Policy. The position plays a key role in ensuring the smooth operation of the School's daily activities, supporting academic programs, student services, research initiatives, and engagement with internal and external stakeholders.

KEY DUTIES AND RESPONSIBILITIES:

1. Act as the primary administrative support to the Executive Officer and academic staff.
2. Manage incoming and outgoing correspondence, including phone and email enquiries.
3. Organise and schedule meetings, appointments, and official school functions.
4. Prepare agendas, take meeting minutes, and follow up on action items.
5. Draft and format documents, reports, teaching materials, and presentations.
6. Maintain and update filing systems (digital and physical) and student/staff records.
7. Support procurement of office supplies and coordination of logistics for school events.
8. Liaise with university departments such as HR, Accounts, Student Administration, and IT Services.
9. Uphold confidentiality and professionalism in handling sensitive information.

SELECTION CRITERIA:

TRAINING LEVEL OR QUALIFICATIONS

1. Certificate or Diploma in Secretarial Studies, Office Administration, or Business Administration.
2. Minimum two (2) years of relevant work experience in a secretarial or administrative role.
3. Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint).