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POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 106019
SCHOOL/OFFICE: School of Law	CLASSIFICATION: (insert class here e.g. UA or UN)
DIVISION/STRAND: Law Strand	POSITION TITLE: Secretary (KB0 5)
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Law Strand Leader
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (insert class here) PN (insert approved position number here)
LOCATION: Waigani	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE (overall description of the function of this position)

The successful candidate will be providing secretarial service to the Discipline Leader of the Legal Clinic Programme and the Executive Officer of the School.

ACCOUNTABILITIES (overall description of the responsibilities of this position such as financial delegations or supervising staff)

A secretary is expected to make contributions to the overall clerical work within the School of Law. The Secretary shall work with support and direction from School Secretary whenever required and act as School Secretary when such need arises with an increasing degree of autonomy as the candidate gains in knowledge and skills.

MAJOR DUTIES (list the main tasks of this position e.g. provide technical advice or manage an area)

Duties of the appointee include providing secretarial services to the Discipline Leader of the Legal Clinic Programme and the Executive Officer of the School. The appointee is also responsible for the management of all communication channels with other Schools and external bodies and institutions and is also responsible of keeping and managing (in consultation with the School Secretary) all relevant records of the Discipline.

The appointee will also be expected to provide secretarial support to the School Secretary whenever required and act as School Secretary when such need arises.

Applicants for this position must have a minimum typing speed of 40 - 50 words per minute and possess considerable word processing skills with at least three (3) years typing experience at KBO 3 level. Competencies in written and spoken English are required.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

A candidate will normally have completed grade 10 or 12 and have a certificate in typing and/or general clerical experience.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES *(list the specific knowledge e.g. polices or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)*

1. The successful candidate is able to perform a range of clerical support tasks including, standard use of the word processing package or an established spreadsheet or data base application. And provide general clerical support to employees within the School, including word processing, setting up meetings and directing others to the appropriate personnel.
2. The candidate must exercise judgment on work methods and task sequence with specified time lines and standard practices and procedures.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS