



## POSITION DESCRIPTION

The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> SPA
<b>SCHOOL/OFFICE:</b> Open College	<b>CLASSIFICATION:</b> NN4.1
<b>DIVISION/STRAND:</b> Centre & Student Support	<b>POSITION TITLE:</b> Administrative Assistant
<b>BRANCH:</b> Campus/Centre	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> U2 – Centre Director
<b>SECTION:</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>
<b>LOCATION:</b> UPNG Open College, Campus and Centre	

### ROLES AND RESPONSIBILITIES OF POSITION

#### PURPOSE

The Administrative Assistant of the Open College Campus and Centre is responsible to the Centre Director for assisting in administration, financial and logistics areas in the Campus / Centre.

#### MAJOR DUTIES

1. Assist Director in preparing annual budget.
2. Assist Director in Financial Management including transaction, keeping records and preparing acquittals.
3. Assist in student administration including admission, registration and examination.
4. Assist in compiling student assessment results.
5. Assist in organizing residential and orientation.
6. Assist in attending to students queries.
7. Assist in monitoring tutorials and processing tutorial claims.
8. Assist in distribution of materials and keeping stock records.
9. Maintain asset registry.

#### SELECTION CRITERIA

##### TRAINING LEVEL OR QUALIFICATIONS

1. CTCS or Grade 12 Certificate
2. Training in Secretarial Services
3. Have at least 2-3 years' experience in similar roles.

##### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Well organized individual and prepared to work under pressure and meet deadlines.
2. Have good writing and computer skills, and know how to use the internet and send emails.
3. Knowledge in distance education will be an advantage.
4. Sound public relation skills.
5. Experience in student administration and /or distance learning will be an added advantage.
6. 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