



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 286051
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION: NN7
DIVISION/STRAND: (insert name here)	POSITION TITLE: PERSONAL ASSISTANT
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: LIBRARY ADMINISTRATION
SECTION: LIB ADMIN	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (Insert class here) PN (insert approved position number here)
LOCATION: WAIGANI CAMPUS	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE (overall description of the function of this position)

Ensure that the daily function of the Librarian's office is maintained at its highest standard to meet the needs of the principle organisation UPNG. Provide standard administrative support

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

The appointee shall provide daily management of the Librarian's office by way of ensuring all appointments, correspondences, reports and any other matters are attended to.

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

1. General typing of correspondences, reports and other essential data required by the librarian and the library management.
2. Write memos and other essential correspondences on behalf of the Librarian.
3. Minute taker for the Section Heads and General Staff meetings and any others requested for by the Librarian.
4. Do editing and proof reading for the librarian and the Deputy on correspondences, reports and other essential data being created.
5. Maintain update of the library asset register.
6. Maintain records of incoming and outward mail.
7. Responsible for distribution of minutes and distribution of meeting agenda to committee members of the meeting.

8. Prepare the official agenda and documents required for meetings and advise committee members on meeting schedule. Prepare the meeting place and assist with any tea or food stuff that may be required for members at the meeting.
9. Report on any maintenance request required for the library building to PFM and responsible authorities.
10. Regularly assess your own work performance and take the following actions: Report incidences; identify issues and obstacles and then find solutions OR refer to your Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).
11. Perform any other duties directed by the Librarian or the deputy Librarian.
12. Conduct banking and issue of receipts of services rendered by the library to clients, students and staff members.

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)

The appointee must possess a trade certificate or equivalent in secretarial profession and is able to assist in supporting the Librarian in all aspects required of a Personal Assistant. A good experience in minute taking and memo writing in such organisation is very much essential.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. policies 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. Must have some experience working in an academic library or equivalent.
2. Must be computer literate and have experience in computerised information storage and retrieval with good command of using the latest computer software such as MSWord, Excel, etc.
3. Must have good English communication skills both verbal and written.
4. Must have proven records of good work habits and commitment.
5. Must have the ability to relate well with customers, colleagues and be a good team player.
6. Must have good potential and interest in learning and also career development.
7. Must be self-motivated and have good inter-personal skills.
8. Must be able to take meeting minutes and other related matters in managing the office of the Librarian and the Deputy Librarian.

9. Must always make oneself available at all times in the office without too much unnecessary absenteeism from the office.
10. Able to take other responsibilities when required.
11. Must have ability to understand the UPNG Code of Conduct and apply good work ethics.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS