Position Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>Infrastructure Admin Assistant</th>
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</thead>
<tbody>
<tr>
<td>Position Type:</td>
<td>Contract</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>NR 5 – NR 7</td>
</tr>
<tr>
<td>Location and Position No:</td>
<td>CSD/G&amp;F</td>
</tr>
<tr>
<td>Reporting Relationship:</td>
<td>Reports to the Infrastructure Project Manager</td>
</tr>
<tr>
<td>Subordinates:</td>
<td>Nil</td>
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</tbody>
</table>

Position Summary

The Infrastructure Admin Assistant is responsible for attending to all the essential clerical and administrative services including provision of travel and logistics related infrastructure project.

Key Outcomes

- Infrastructure Project administration duties are managed effectively and efficiently.
- Infrastructure Project is provided with adequate administrative support.

Key Responsibilities

- Perform project costings and estimates.
- Assist with the tendering process in consultation with the Infrastructure Project Manager.
- Assist with tender analysis and report writing for the PGNR Infrastructure projects, related tenders, and present submissions to NRI Tenders Committee for consideration.
- Assist with the day-to-day coordination, planning and execution of Project Management.
- Assist the Project Manager liaise and coordinate with relevant authorities such as NCD Physical Planning Board, Building

Technical Knowledge and Skills

- Perform general secretarial duties such as typing, copying, emailing, scanning, filing, and binding of documents.
- Provide reception and first point of contact function for the Office.
- Provide hospitality for Infrastructure Project meetings.
- Draft letters, internal memorandum, and travel summaries for Infrastructure Project.
- Arrange and organize logistics such as travel and accommodation for the Infrastructure Project in PNG and overseas.
- Arrange appointments for the Infrastructure Project Manager with other staff and
Declaration:

I confirm that I have read and fully understand the role of the Infrastructure Admin Assistant and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by Executive Management and the Council from time to time.

Qualifications and Experience

- Diploma in Office Management.
- Certificate in Secretarial Studies or Certificate in Computing with a minimum of two-three years of work experience.

Personal Attributes and Skills

- Good command of written and spoken English.
- Methodical and highly organized.
- Excellent attention to detail and presentation.
- Ability to engage effectively with people at all levels.
- Working knowledge of Microsoft Office suite of programs.
- Ability to operate standard office equipment, including computers, telephone, copiers, scanner.
- Skilled in minute taking.
- Ability to organize events and travel logistics.
- Ability to multi-task and be on call at a minute’s notice.

Levels of Supervision

Decloration:

I confirm that I have read and fully understand the role of the Infrastructure Admin Assistant and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by Executive Management and the Council from time to time.

Sign: ......................................................

Staff: ...................................................... Date: ......................................................

DDCS: ...................................................... Date: ......................................................