



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: T 816017
SCHOOL/OFFICE: (School Office, SMHS)	CLASSIFICATION: NN7
DIVISION/STRAND: Clinical Sciences	POSITION TITLE: Secretary (KBO 4)
BRANCH: Clinical Sciences	
SECTION:	
LOCATION:	Taurama campus

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE: To provide academic input and leadership across all the programmes in which the Division is involved.

ACCOUNTABILITIES: The Head of Clinical Sciences

MAJOR DUTIES: Ensuring meetings are effectively organized and minuted.
Liaising with the Chair to plan meetings. ...
Answering phone calls
Maintaining effective records and administration. ...
Communication and correspondence.
Handle office schedules
Update divisional members on updated information from the Main Campus
Collect and send mails for the division
Get quotation for divisional purchasing
Organize travels for divisional member for travels
Organize files for the division

SELECTION CRITERIA

- Candidate must have a Certificate or Diploma level in Secretarial Training from a reputable institution
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Candidates must organize recent referee's reports

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

The Candidate must:

1. Be a team worker
2. Be prepared to take a leadership role.
3. Be prepared to work long hours.
4. Be willing to work comfortably with staff and students from a variety of backgrounds.
5. Be prepared to work with minimal supervision.
6. Be self-motivated.
7. Possess a high level of integrity.
8. Be computer literate.
9. Be aware of and agree to abide by the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS