



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> T 816018
<b>SCHOOL/OFFICE:</b> (School Office, SMHS)	<b>CLASSIFICATION:</b> NN7
<b>DIVISION/STRAND:</b> Clinical Sciences	<b>POSITION TITLE:</b> Secretary (KBO 4)
<b>BRANCH:</b> Surgery	
<b>SECTION:</b>	
<b>LOCATION:</b>	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 Surgery

**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.**

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### **HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>