



Job Description

Updated: 6 Aug 2021

Title	Executive Officer to the Executive Senior Management
Position	Executive Officer
Job Grade	TBA
Department	Corporate and Support Services Unit
Reporting To	Director - PNGIMR

Scope of Position (Short paragraph describing the main aspects of the role)

This position is responsible for providing senior administrative support to the Director and Deputy Directors and be responsible for selected central PNGIMR functions.

Position Requirements (List of main responsibilities and the outcomes/standards required)

Main Responsibilities	Required Outcomes	Key Performance Indicators
1. Providing administrative assistance to the Director and Deputy Directors including managing appointments and commitments, filing and overseeing travel arrangements.	Director and Deputy Directors are provided with appropriate support whenever required.	
2. Create and support the rollout of and compliance with an electronic document management system for PNGIMR.	Key documentation is stored securely and can be retrieved.	
3. Provide executive administrative assistance to the PNGIMR Council, including scheduling meeting, communicating regarding the agenda, collecting and circulating papers and preparing minutes and action items.	Council members have the information and support necessary to perform their functions.	
4. Oversee the organisation of major PNGIMR events.	PNGIMR events are organised efficiently and cost effectively.	
5. Maintain the PNGIMR policy register, including current versions and be responsible for ensuring regular review.	PNGIMR policies will be maintained in a central depository, regularly updated and available.	
6. Maintain the record of partnership agreements with research institutes and other bodies, not including project agreements or Material Transfer Agreements.	PNGIMR partnership agreements conform to consistent principles, are up-to-date and available.	
7. Perform the role of Buttressing Coalition secretariat, including organising meetings and communication with members, submitting reports and taking and distributing minutes under the oversight of the Director.	The Buttressing Coalition is engaged with PNGIMR; executive meetings are efficient and reporting obligations met.	



8. Comply at all times with IMR's policy and best practice guidelines and procedures for occupational health and safety in the workplace.	A safe and healthy work environment at all times.	
9. Organise recurrent PNGIMR meetings such as CASS, site managers, including setting time and venue, distributing agendas and papers, compiling and distributing minutes.	Internal communication and collaboration improves through regular meetings.	
10. Attendance and punctuality to work.	Commitment to work every day from 7:45 am to 4:06 pm is essential.	
11. Other duties as required	Willingness to adapt and adjust to job priorities and urgent tasks request.	

Milestones/Objectives for next 12 months appraisal period

No.	Activities/responsibilities	Required Outcomes	Key Performance Indicators
1			
2			
3			

Qualification and Essential Requirements:

1.	Relevant tertiary qualification.
2.	Minimum of five years relevant work experience with increasing levels of responsibility.
3.	Demonstrated skills in time management, being proactive in anticipating and solving problems and accountable without direct supervision.
4.	Strong verbal and written communication skills.
	Desirable qualifications:
5.	Experience in organising and taking minutes for meetings.
6.	Proficient in use of Microsoft Office programs, including Outlook and Word.
7.	Experience in using central filing systems.
8.	Proficient in use of video-conferencing and collaboration tools such as Zoom, Teams or Google Docs.