



### Christian Health Services (PNG)

#### 1. IDENTIFICATION

AGENCY: CHRISTIAN HEALTH SERVICE (PNG)	SYS. POSN. NO: CHS0000036	REF. NO: CHS036	
DIVISION: CHRISTIAN HEALTH SERVICE, NATIONAL CAPITAL DISTRICT	DESIGNATION PROJECT ADMINISTRATIVE CLERK	CLASSIFICATION SAL Gr: CHS10	
	LOCAL DESIGNATION: PROJECT IMPLEMENTATION OFFICER - CHS SECRETARIAT		
BRANCH: ADMINISTRATION	REPORTING TO PROJECT MANAGER	SYS. POS. NO: CHS0000033	REF. NO: CHS 0033
SECTION: CHS SECRETARIAT	LOCATION: CHS SECRETARIAT, NATIONAL CAPITAL DISTRICT		

#### HISTORY OF POSITION

FILE REFERENCE	DATE OF VARIATION	DETAILS

#### 1. PURPOSE

Responsible for the provision of clerical services to the CHS Projects Team for the effective and efficient coordination and management of development projects within CHS National Secretariat Office, Church Agency Health Services Administration and at health services delivery levels.

#### 2. SCOPE

The incumbent occupying this position must be a person with very highly skilled and competent in the provision of clerical services to the CHS Projects Team. Must be a He/She must be a Self-starter and is able to deliver results within time with minimal supervision. Must be of good social habits, good community relations and a practicing Christian.

#### 3. PRINCIPAL ACCOUNTABILITIES

- Reports to the CHS Projects Manager for the provision of clerical services to the CHS Projects Team.
- Adhere to established legal frame work such as Act of Parliament and bi-laws in administering health services projects.
- Adhere to CHS Act of 2007, CHS Constitution, and all Partnership and Service Level Agreements.
- Adhere to project partnership agreements with each project development partner.
- Adhere to the plans of each individual church agency health services and that of the PNG National Health Plan.
- Adhere to the PNG National Health Services Standards when implementing projects.

#### MAJOR DUTIES

- Accountable to the CHS Projects Manager for the provision of effective and efficient clerical services to the CHS Projects Team.
- Ensure all Project activities are properly arranged and includes project meetings within and with project partners as required in a standard systematic manner.
- Assist CHS Administration Officer with all projects related travel arrangement.
- Attend to clients and refer to the respective CHS Projects personnel as required.
- Procure all stationary and Office supplies for the projects Team in a proactive manner.
- Assist the CHS Projects personnel in all clerical duties such as printing typing, taking messages and including many others.
- Assist projects personnel with projects banking services as required.
- Assist project personnel to produce projects reports on a timely manner and as determined by the project concept and as required by the CHS Executive Officer.
- Ensure principles, code of conduct and ethics are adhered with during the term of employment with the Christian Health Services.

## 5. NATURE AND SCOPE

Clerical Officer within the CHS Secretariat Officer and is a member of the Secretariat Office Projects Team. The incumbent has the responsibility to provide clerical services to the CHS Projects Team within the CHS National Secretariat Office.

## 6.1 WORKING RELATIONSHIP

### (a) Internal

- CHS Project Manager, CHS PNG
- CHS Projects Officer
- CEO, CHS PNG and CHS Secretariat Staff
- CHS Chairman and Executive Board members
- Church Agency Health Services Managers and Staff
- Church leaders at local and National Levels
- Staff and Students from Church agency Health Training Schools within PNG.

### (b) External

- Department of Health
- Health Training Schools
- Other Training Institutions, Colleges & Universities
- Department of Education
- Provincial Administration
- Provincial Hospitals
- Investors & Natural Resource Developers
- Development Partners from the Church and others

## 5.2 WORKING ENVIRONMENT

The incumbent is a member of the CHS Projects Team of CHS National Secretariat Office and is responsible for the provision of clerical services to the CHS National Secretariat Projects Team.

## 6. CONSTRAINS FRAMEWORK AND BOUNDRIES

There are resource limitations for full unitization of the incumbent's knowledge and skills. However, on the other end he/she may be under pressure to provide services outside the boundaries of projects specialization.

## CHALLENGES

- Skilling deficiencies can affect effectiveness of clerical services
- Job may be demanding and lacks personnel to effectively and efficiently administer all clerical duties.

9. POSITIONS AND PERSON SPECIFICATIONS

a) QUALIFICATIONS

- Diploma in Clerical studies
- Diploma in Business Management/Administration, Diploma in Public Administration

(b) KNOWLEDGE

- Competent in performing all clerical duties
- Sound knowledge in Banking procedures
- Knows how to manage clients in professional manner
- Knows how to use telephones and electronic communication such as emails and text messages in professional manner
- Basic knowledge on cash management protocols
- CHS Act 2007, CHS Constitution and policy & procedures
- Government Systems & Practices
- (Other) relevant legislation(s)

(c) SKILLS

- Good oral & Written Communication
- Report writing skills
- Good Organizational Management
- Good Interpersonal and Personal relationship
- Good analytical Ability
- Computer literate
- Must be flexible and willing to lawfully perform duties upon call by the members of the projects team in a professional and systematic (organized) manner

(d) WORK EXPERIENCE

- 2 – 4 Years experience working in Office management level or similar in any public/private sector.

1. ACKNOWLEDGEMENT

I, ..... acknowledged receipt of Job Description (CHS0000036) and agree to carry out all responsibilities in accordance with my obligations as Project Administrative Officer, Christian Health Service Secretariat, at the Administration, National Capital District as a member of Christian Health Service (PNG) Inc.

Employee ..... Name Signature Date

Health Manager ..... Name Signature Date

Signed in the Presence of;

Witness Name: .....  
Name                      Witness Signature                      Date