



Administrative Support Officer Terms of Reference

Assignment: Administrative Support Officer, Enhancing Labor Mobility from PNG (ELMPNG) Project

Location: Port Moresby, Papua New Guinea

Duration: The Administrative Support Officer will be contractually engaged for period of 3 year with an option to further extend the contract based on performance, an ongoing need, and availability of funding (contract duration must not extend the project closing date, currently June 30, 2027). A 6-month probation period applies.

Expected Start Date: July 2024

1. Background

The Government of Papua New Guinea has received financing from The World Bank to commence implementation of a labor mobility project. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG.

A Project Management Unit (PMU) to be located within the LMU will be established and maintained throughout the Project. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for each project activity. The PMU composition and resources will include, but not be limited to: (i) a Project Manager; (ii) Project Accountant; (iii) Procurement Specialist; (iv) Procurement Officer; (v) Social Risk & Welfare Specialist (vi) Monitoring and Evaluation Specialist; (vii) Gender/ GBV Specialist; (viii) Occupational Health & Safety Specialist; and (ix) a Labour Specialist.

This Terms of Reference is for the Administrative Support Officer position within the Project Management Unit.



2. Objectives of the assignment

As a member of the PMU, the Administrative Support Officer is required to ensure successful day to day operations of the Project Management Unit.

3. Scope of Services

The Administrative Support Officer will work directly under the supervision of the Project Manager to ensure effective operations of the office. She/he will be based in Port Moresby and be required to travel out to other provinces occasionally and support additional ad hoc tasks as needed.

The following tasks are required:

Administration tasks

- Assisting project staff with all travel and logistics arrangements (ticketing, hotels, allowances).
- Assisting the Project Accountant (PA) with maintaining and updating of the Fixed Asset Register
- Maintaining a register of incoming and outgoing correspondences
- Ensuring the daily up-keep of the office
- Maintaining of a vehicle log book and update as required
- Supervising the office assistant / driver on daily basis

Clerical tasks:

- Assisting the PA write cheque leaves.
- Assist the PA with bank errands.
- Assist the PA to reconcile and replenish petty cash
- Assist the PA raise payment requisition for payment to suppliers and service providers.
- Maintaining of systematic filing of all project related documents.

4. Work Arrangements

This position is located in Port Moresby and the successful applicant will be offered a 3-year contract with the possibility of a further extension.

The Administrative Support Officer is required to follow the Department of Treasury's standard working hours, but depending on business needs, may be requested to work extended hours.



5. Skills, Knowledge, and Competencies

Mandatory Education and Experience Requirements:

- Minimum of a Diploma in a relevant discipline (e.g. Business Administration or Accounting) from a recognized education institution.
- Minimum of 5 years work experience in related field (office administration)

Desired Skills and Competencies:

- Possess clerical background / experience in a project related environment.
- Strong communication skills with the ability to prepare and present in written and oral form.
- Capable of multi-tasking
- Possess knowledge in office administration and clerical duties.
- Knowledge and/or experience working in a multi-cultural environment.
- Knowledge and/or experience working with donor projects would be an advantage.
- Demonstrated skill in computer application and use of software programs is an essential requirement.
- Demonstrated ability to work collaboratively with colleagues in a complex and rapidly changing environment, excellent interpersonal skills.

6. Facilities and services to be provided by DOT

The DOT will provide office space, including office furniture, access to IT equipment, stationery, internet, communications (phone) and any relevant utility.