



Papua New Guinea Centre for Judicial Excellence (PngCJE)
Supreme & National Court of Justice



EXECUTIVE OFFICER

The concept of Judicial Education was recognized by the Judiciary some time ago as was the need to develop structured judicial programs to the Judicial Court officers as a necessary tool to achieve Judicial Excellence. The Board of the CJE has the aim to expand judicial education and training programs to cater for the needs of other smaller Pacific Nations in addition to meeting the needs of the PNG Judiciary.

The National Judicial Staff Services through the Board of Directors of the PngCJE is seeking to recruit an Executive Officer to provide administrative and executive support service for the Executive Director of the PngCJE/PicCJE. The Executive Officer will assist and support the Executive Director in coordination of the Office and ensuring that administrative tasks are clearly communicated within the organization and carried out.

Key Accountabilities

- Overall office supervision
- Organization of the Executive Director and Office Schedule
- Representing and accompany the Executive Director at internal meetings as required
- Oversee/Management of Event Planning

Educational Qualifications

Grade 12 minimum or Secretarial qualifications.

Essential Experience

At least 6 years' experience in senior administrative assistant role working with Executive Director level and above.

Personal Qualities

- Good self-presentation
- Has the ability to work independently
- Keen attention to detail
- Excellence Organizational skills
- Ability to work outside normal office hours when required
- Ability to work under pressure
- Adheres to imposed deadlines

An attractive remuneration package is being offered for this position. This position is available to PNG citizens and non-citizens from within and outside PNG.

Completed applications can be marked Executive Officer and forwarded to PO Box 7018, Boroko, NCD. Alternatively you may send your cover letter and resume to jcarey@pngjudiciary.gov.pg. Applications close on Friday 30th March 2018. Only shortlisted candidates will be contacted.

Information is also on the Website; www.pngjudiciary.gov.pg under News & Events, Advertisement.