

Position Description



Position: Executive Assistant

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	12.02.2025
PD Approved By (Position Title):	Chief Auditor
Position Number:	KCHA02

Primary Purpose of the Position

The Executive Assistant (EA) will provide high-level administrative and operational support to the Chief Auditor in the Audit Business Unit of Kumul Consolidated Holdings (KCH). The role is pivotal in ensuring the efficiency and effectiveness of the Chief Auditor's office by managing schedules, coordinating communications, handling confidential information, and assisting with audit-related activities

Reporting Relationships

This Position Reports to:

Chief Auditor

Direct Reports:

Executive Assistant
Manager Audit

Key Working Relationships (Internal & External)

Internal: - KCH Executives, - SOE Leadership, - Operations, - Finance Teams. - All Business Units	External: - Government regulatory bodies - External legal counsel - Vendors, suppliers, and service providers - State-Owned Enterprises (SOEs)
--	---

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.

Skills, Experience and Behavioural Competencies required for this position:

Skills - Organizational Skills: Ability to prioritize multiple tasks effectively. - Attention to Detail: High level of accuracy in document preparation and record-keeping. - Communication Skills: Strong verbal and written communication with professional demeanor. - Problem-Solving: Ability to anticipate needs and resolve issues proactively. - Interpersonal Skills: Ability to work collaboratively with internal and external stakeholders. - Confidentiality & Integrity: Commitment to upholding ethical standards and confidentiality. - Time Management: Ability to meet tight deadlines with high efficiency.

Position Description



Experience

- Minimum of 5 years of experience in executive administrative support, preferably in an audit, finance, or corporate governance environment.
- Strong understanding of corporate governance, risk management, and compliance principles.
- Excellent communication and interpersonal skills.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking skills with attention to detail.
- Ability to handle confidential information with discretion and professionalism.

Key Accountabilities

Executive Support:

- Provide comprehensive administrative support to the Chief Auditor, ensuring seamless daily operations.
- Manage the Chief Auditor's calendar, scheduling appointments, meetings, and travel arrangements.
- Act as a liaison between the Chief Auditor and internal/external stakeholders, ensuring clear and professional communication.
- Prepare high-quality reports, correspondence, presentations, and audit-related documents.
- Handle confidential information with the utmost discretion and professionalism.

Audit Support & Compliance:

- Assist in preparing and formatting audit reports, presentations, and other documentation.
- Coordinate audit-related correspondence with State-Owned Enterprises (SOEs) and external auditors.
- Maintain audit logs and assist in tracking audit recommendations and follow-ups.
- Support the preparation of compliance reports and regulatory filings.

Process Improvement & Special Projects:

- Identify opportunities to enhance office efficiency and implement best administrative practices.
- Support strategic initiatives related to audit and risk management as directed by the Chief Auditor.
- Assist in research and compilation of data for internal audit projects.

Incumbent:

Signature:

Date:

Office Management & Coordination:

- Maintain and organize the Audit Business Unit's files and records, ensuring easy accessibility.
- Assist in planning and coordinating internal audit meetings, workshops, and events.
- Track and follow up on pending tasks and deadlines for the Chief Auditor.
- Support budget tracking and procurement processes for the Audit Business Unit.

Stakeholder Engagement & Communication:

- Serve as the first point of contact for the Chief Auditor's office, handling inquiries professionally.
- Coordinate and communicate effectively with key internal departments and external stakeholders.
- Draft correspondence and ensure timely responses to audit-related inquiries.

Team Work

Participate and contribute to an effective and productive team including;

- demonstrate on a daily basis personal behaviour that uphold KCH values
- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas
- Active participation in Self Performance, Self-Assessment
- develop a good working relationship with all employees

Position: **Executive Assistant**

Signature:

Date: