



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.1

JOB DESCRIPTON

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 16FOPPTS03	
OFFICE Works	DESIGNATION/CLASSIFICATION: Supervisor Transport & Administration	- Grade 14	
DIVISION Plant & Transport	LOCAL DESIGNATION: Supervisor Transport and Administration		
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Provincial Mechanical Engineer	SYS. POS. NO:	REF. NO:
SECTION Admin & Accounts	LOCATION Popondetta, Oro Province		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – A00	01/12/2015	Re-no , Re-design , Re-class

2. PURPOSE

Under limited supervision, assist the Provincial Mechanical Engineer with the efficient and economical operation of the Plant and Transport fleet.

3. DIMENSIONS

- 3.1 This office exists to provide administrative services, manage the general client business of the office of the Provincial Mechanical Engineer.
- 3.2 Position is strategically placed and adequately supported by adequate resource to allow for performance at the quality and output.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Full utilization of plant & transport units deployed to the province to generate revenue and prepare and submit financial reports to the Provincial Mechanical Engineer as required
- 4.2 Assist Provincial Mechanical Engineer and staff balance personal, family and work life and as directed, exercise financial control and monitoring of income and operations expenses
- 4.3 Ensure safety, health and hygiene standards are maintained at workplace environments.
- 4.4 Provide logistical support for administration and field support functions and prepare important correspondence related to PTB financial and operations matters
- 4.5 Maintain confidentiality of transactions and records pertaining to the business manager consultants and advisors.
- 4.6 Assist update supplier database information on PTB 3 database held in HQ.

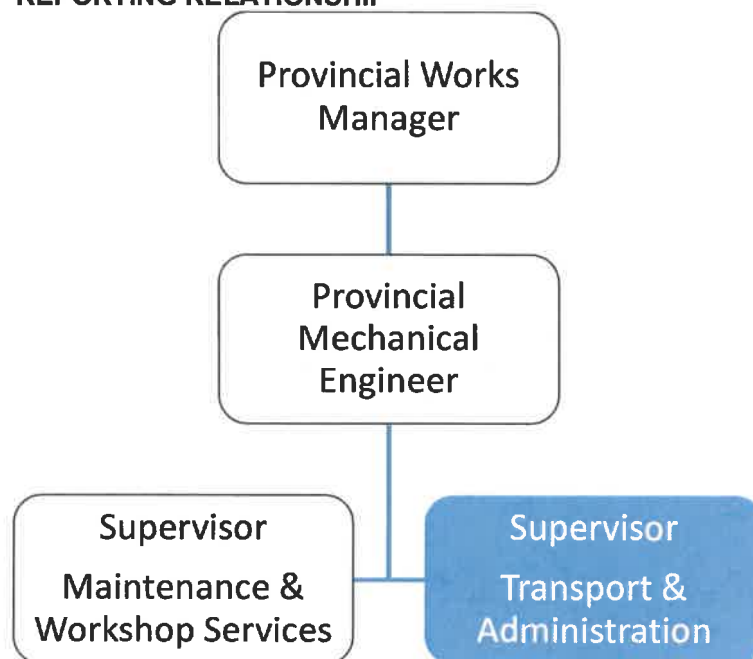
- 4.7 Coordinate the use of printing/stationary equipment and consumable supplies.
- 4.8 Keeping a register of information flowing into and out of the provincial office.

5. MAJOR DUTIES

- 5.1 Develop work plans for each activity supervised under the function.
- 5.2 Manage resources by proper work allocation, timely review of such work allocated, measure results and highlight key areas for attention.
- 5.3 Prepare work schedules and track progress on ongoing project/activity.
- 5.4 Provide training, guidance and assistance to newly hired staff regarding handling of daily processes and employee performance.
- 5.5 Recognize areas where cost reduction should be focused and take necessary action by liaising with client departments and provincial government to ensure that level of service is satisfactory, that impending demands are anticipated and uneconomical use of plant and transport is eliminated
- 5.6 Ensure transport arrangements for VIPs are conducted efficiently and supervise transport for official functions and special occasions
- 5.7 Oversee all processes within the administrative support function.
- 5.8 Keep registers of accountable forms and registers for administrative purpose.

6. NATURE AND SCOPE

6.1 REPORTING RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

- The Supervisor Transport and Administration reports to Provincial Mechanical Engineer on matters relating to his/her job.
- Liaise with the Manager Corporate Services at PTD Head Office and other staffs of the division.

(b) External

Not Applicable

6.3 WORK ENVIRONMENT

Daily activities revolve around administrating operational affairs of the office, directing, and supervising individual business lines. The position is therefore surrounded by an array of administrative and technical teams. The position is statutory and specialist and administrative in nature.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

RULES & PROCEDURES	<ul style="list-style-type: none">▪ Pubic Finance (Management) Act▪ Public Service (Management) Act▪ Public Service General Orders▪ Public Service Code of Ethics▪ Department of Works – PTD Plant Manual
EXPECTED BEHAVIOUR	<ul style="list-style-type: none">▪ Information Confidentiality▪ Customer Service & PR▪ Co-operation & Transparency to Supervisor & Co-worker▪ Work Output Accuracy
DECISION-MAKING ABILITY	<ul style="list-style-type: none">▪ Determines and makes duties within the scope of his work
RECOMMENDATIONS	<ul style="list-style-type: none">▪ Submit recommendations to higher authorities for consideration and approval based on the scope of the job.

8. CHALLENGES

- The Supervisor Transport and Administration is bound to operate within the principles outlined or specified in the job description.
- Promote better working relationship within the division
- Initiate and develop changes for the betterment of the division.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualification

Must have a certificate/diploma majoring in Business Management or Admin or other related studies acceptable to discharge responsibilities associated to the position.

(b) Knowledge

Coordination of people and resources. Knowledge of relevant equipment, policies, procedures, and strategies to protect people, data, property and instructions. Maintain a first

aid kit to treat human injuries and diseases. Computer applications like work and excel. Administrative and clerical procedures and system in addition to other office procedures and terminology.

(c) Skills

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Managing one's own time and the time of others. Motivate, develop and direct people as they work. Monitoring/Assessing self-performance and that of other individuals, or organizations to make improvements. Teaching other how to do something. Actively looking for ways to help people.

(d) Works Experience

Must have more than 3 to 5 years work experience in similar job areas. Have adequate exposure to a fast-paced work environment.