



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

## JOB DESCRIPTION

### 1. IDENTIFICATION

|   |   |   |
|---|---|---|
| <b>AGENCY:</b><br><i>Works &amp; Highways</i>   | <b>SYS. POSN. NO:</b>   | <b>REF. NO:</b><br>60ABGEQS02                         |
| <b>WING:</b><br>Network Planning, Design & Standards  | <b>DESIGNATION/CLASSIFICATION:</b><br><i>Principal Architect - Architect</i> Grade 15 |   |
| <b>DIVISION:</b><br><i>Architecture &amp; Building</i>  | <b>LOCAL DESIGNATION:</b><br><i>Principal Architect - Architect</i>                   |   |
| <b>BRANCH:</b><br><i>Architecture, General Engineering, Quantity Surveying &amp; Building Board Services (AGQB)</i> | <b>REPORTING TO:</b><br>Assistant Secretary - AGQB Grade 17                           | <b>SYS. POS. NO:</b><br><b>REF. NO:</b><br>60ABGEQS01 |
| <b>SECTION:</b><br>Architecture   | <b>LOCATION:</b><br><i>Headquarter - Boroko</i>                                       |   |

### HISTORY OF POSITION

| FILE REF.  | DATE OF VARIATION | DETAILS   |
|------------|-------------------|-----------|
| 111-60-A00 | 10/12/2021        | Re-number |

### 2. PURPOSE

*Manage a Group of Architects and Drafting Officers to organize, co-ordinate and control the detail planning and execution of capital works projects as assigned to the branch and in accordance with the approved Works Programme, and to assist and deputize for the AS (AGQB) when required.*

*Responsible also for carrying out project audit investigations, vetting of documents for tender and representing the Department as member to any Technical Evaluation Committee for Building Infrastructure or related project when required.*

*May prepare project schedules and project cost estimate budget for project.*

### 3. DIMENSIONS

*Manage the overall operation of the required activities of the Architecture Section, by organizing, coordinating, and controlling the overall planning and execution of capital works projects and other requests as assigned to the Branch with the approved works program.*

### 4. PRINCIPAL ACCOUNTABILITIES

*Accountable to the AS (AGQB) and the FAS (A&B) in planning and executing of capital works projects and other assigned tasks.*

### 5. MAJOR DUTIES

- 5.1 *Ensure that work methods in a Group of the Architectural drawing office are in accordance with approved procedures.*
- 5.2 *Prepare all policies for AGQB Branch and ensure policies are adhered to.*
- 5.3 *Consult with Sponsor Departments to obtain their detailed requirements and formulate detail design briefs to senior architects.*

- 5.4 *Prepare design briefs for selected consultants and check completion of consultant's commission.*
- 5.5 *Check specifications and contract documents before submission to Assistant Secretary (Architecture, General Engineering, Quantity Surveying & Building Board Services) for approval and further action.*
- 5.6 *Represent the Department as member to any Technical Evaluation Committee for Building infrastructure or related projects when required.*
- 5.7 *Assist in vetting of Tender documents and drawings for issuance of Technical Clearance/Correctness for tender and award.*
- 5.8 *Represent DOW in National Procurement Commission (NPC) Technical Evaluation Committee (TEC) for Tender evaluations*
- 5.9 *Oversee and mentor junior architects and construction engineers.*
- 5.10 *Liaise with Quantity Surveying, General Engineering & Building Board Services sections as required.*
- 5.11 *When required, act as officer for major architectural projects, make inspections of sites or buildings and prepare reports for major projects.*
- 5.12 *Liaise with Project Engineer in the implementation of large-scale development schemes for Provincial Governments and other government authorities.*
- 5.13 *Responsible for inspection, scoping and supervision of maintenance and refurbishments works to DOW HQ Office and Housing Buildings.*
- 5.14 *Other duties as directed, consistent with the above and in line with AR, GE, QS & BBS Branch designated tasks.*

## **6. NATURE AND SCOPE**

*This position is within the AGQB Branch of the organization and reports directly to the AS (AGQB).*

### **6.1 WORKING RELATIONSHIP**

**(a) Internal**

*AS (AGQB), FAS (A&B)*

**(b) External**

*Provincial Governments & Line Departments*

### **6.2 WORK ENVIRONMENT**

*The position is located at Department of Works, Headquarter in Port Moresby and it's a technical position responsible for managing a Group of Architects and Drafting Officers to organize, co-ordinate and control the detail planning and execution of capital works projects as assigned to the group and in accordance with the approved Works Program, and to assist and deputize for the AS (AGQB) when required.*

*Responsible also for carrying out project audit investigations, vetting of documents for tender and representing the Department as member to any Technical Evaluation Committee for Building Infrastructure or replated project when required.*

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- **Rules/procedures**

*This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instructions, the Departmental Policies and the relevant agreements between Department of Works and the Government of Papua New Guinea.*

- **Decision**

*Decisions taken shall be in line with the applicable law, standard practices or contract management, departmental policies, the relevant agreements in place and professional code of practice.*

- **Recommendations**

*Any recommendations made should be in line with the applicable act, bidding documents, the Good Procurement Manual and other relevant conditions, guides, manuals, standards and specifications, free of nepotism and bias.*

## **8. CHALLENGES**

*Organizing, co-ordinating and controlling the detail planning and execution of capital works projects is a challenge to ensure that organizations' outside of the Department of Works Command Structure complete their activities within a specified duration of time and budget.*

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

*The occupant must have qualification from a recognized university, a Degree in Architecture with major studies in appropriate subjects and registered as an Architect in Papua New Guinea and a full member of a recognized Institute of Architect and must possess management skills and experience.*

### **(b) Knowledge**

*The occupant must have extensive knowledge in large-scale architectural practices, work organization and procedures of relevant regulatory bodies.*

### **(c) Skills**

*Must have demonstrated architectural and higher administrative including supervision and training ability and must have excellent communication skills in English, both written and oral and must have a working knowledge of Compute Aided Drafting techniques and must possess management skills and experience.*

### **(d) Work Experience**

*The occupant must have a minimum of fifteen (15) years post-graduate experience working as a Registered Architect.*