



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABGEQS04	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Supervising Architect - Grade 14		
DIVISION: Architecture & Building	LOCAL DESIGNATION: Supervising Architect		
BRANCH: Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)	REPORTING TO: Principal Architect	SYS. POS. NO:	REF. NO: 60ABGEQS02
SECTION: Architecture	LOCATION: Headquarter - Boroko		

HISTORY OF POSITION

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

2. PURPOSE

To Supervise group of Architects, Drafting Officers, under the direction of the Principal Architect in execution of capital works projects as assigned to the group through the Principal Architect, and in accordance with the approved works program, and to assist deputize for the Principal Architect when required.

Assist in carrying out project audit investigations, vetting of documents for tender.

3. DIMENSIONS

Assist the Principal Architect by supervising a team of Architects and Drafting Officers, in executing the capital works projects and other requests as assigned to the team by the Principal Architect in accordance with the approved Branch works program

4. PRINCIPLE ACCOUNTABILITIES

Accountable to The Principal Architect & AS (AGQB)

5. MAJOR DUTIES

- 5.1 Assist by ensuring preparation of sketch design and working drawings are prepared and presented to clients or Principal Architect for crits and endorsement on schedule.
- 5.2 Assist Principal Architect in preparation of design briefs for selected consultants, and clients.
- 5.3 Supervise team of Architects and Drafting officers in preparing a design project for client presentation or for construction by liaising within other subordinates from other sections within the AGQB Branch of the Architecture & Building Division.
- 5.4 Assist Principal Architect make site investigation inspections of sites and prepare reports for major building infrastructure projects.
- 5.5 Assist in vetting of Tender documents for issuance of Technical Clearance/Correctness for tender and award.
- 5.6 Assist in carryout Building Infrastructure project investigation audit and prepare report as requested by other lined department and stakeholders.
- 5.7 Assist in carrying out inspections, scoping and supervision of maintenance and refurbishment works to DOWI HQ Office and Housing Buildings.

- 5.8 *Oversee and mentor junior architects who are engaged with the branch to meet the requirements of the PNGIA and be registered.*
- 5.9 *Assist the Board of Architects in its operation as an executive officer.*
- 5.10 *Other duties as directed, consistent with the above.*

6. NATURE AND SCOPE

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

6.1 WORKING RELATIONSHIP

(a) Internal

Principal Architect, AS (AGQB).

(b) External

- *External clients*
- *Stakeholders*
- *Provincial Governments*

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarters in Port Moresby, and it's a technical position responsible for supervising team of Architects, Drafting Officers, under the direction of the Principal Architect in execution of capital works projects as assigned to the group through the Principal Architect, and in accordance with the approved works program, and assist deputize for the Principal Architect 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 Governments of Papua New Guinea.

▪ Decision

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

▪ Recommendations

Any recommendations made should be in love with the applicable act, bidding documents, the Good Procurement Manual and other relevant conditions, guides, manuals, standards, and specifications.

8. CHALLENGES

Organizing, co-ordinating and controlling the detail planning and execution of work of Building Inspectors throughout the country is a challenge to ensure that organizations' outside of the Department of Works Command Structure complete their activities within a specified duration of time.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

The occupant must have graduated from a recognized university, with a Degree in Architecture with major studies in appropriate subjects, Registered as an Architect in Papua New Guinea, and a full member of a recognized Institute of Architects.

(b) Knowledge

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

(c) Skills

The occupant must have demonstrated architectural and administrative ability. Must be able to organize, co-ordinate, supervise and train, must have good communication skills in English, both written and oral, and must have a working knowledge of Computer Aided Drafting.

(d) Work Experience

The occupant must have a minimum of ten (10) years post-graduate experience working as a Registered Architect.