



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60ABGEQS06	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: <i>Supervising Engineer - Mechanical</i>		Grade 14
DIVISION: <i>Architecture & Building</i>	LOCAL DESIGNATION: <i>Supervising Engineer - Mechanical</i>		
BRANCH: <i>Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)</i>	REPORTING TO: <i>Principal Architect</i>	SYS. POS. NO: Grade 15	REF. NO: 60ABGEQS02
SECTION: <i>General Engineering</i>	LOCATION: <i>Headquarter - Boroko</i>		

HISTORY OF POSITION

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

2. PURPOSE

To organize, co-ordinate and supervise team of Mechanical Engineers employed under the AGQB Branch in implementing of simple and complex Engineering project and maintain quality assurance from form initial liaison with client, Design and Tender Stages to the Technical Supervision and Commissioning of Equipment and installations.

Assist in vetting documents submitted from National Procurement Commission (NPC) and other stakeholders for Technical Clearance/Correctness.

3. DIMENSIONS

Supervise a team of Mechanical Engineers in executing the capital works projects and other requests as assigned to the team by the Principal Engineer in accordance with the approved Branch works program.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to Principal Engineer

5. MAJOR DUTIES

- 5.1 Assist in ensuring all work method in Mechanical group and drawings are in accordance with the approved procedures.
- 5.2 Assist Principal Engineer Preparation of design and documentation for Mechanical and Hydraulic Services.
- 5.3 Assist Architecture Section in making sure Mechanical Engineering design components of projects are provided by the General Engineering Section of the (AGQB) Branch or liaise with consultant Registered Mechanical/Service Engineers to provide such services.
- 5.4 Assist in vetting Tender Documents for Technical Clearance/Technical Correctness for Tender and award purposes

- 5.5 *Oversee and mentor junior Mechanical Engineers who are engaged with the branch to meet the requirements and to be registered as certified professionals*
- 5.6 *Interpret PNG and other relevant international standards.*
- 5.7 *Develop PNG Standards*
- 5.8 *Assist in carrying out investigations audits of Project and prepare reports*
- 5.9 *Carry out other duties as required.*

6. NATURE AND SCOPE

This position is within the AGQB Branch of the organization and reports directly to the Principal Engineer (GE)

6.1 WORKING RELATIONSHIP

(a) Internal

Principal Engineer (GE), Principal Architect, AS (AGQB)

(b) External

*Consultant Mechanical Engineers
Mechanical Equipment Suppliers*

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarter and it's a technical position and is responsible for organizing, coordinating, and supervising team of Mechanical Engineers employed under the AGQB Branch in implementing of simple and complex Engineering project and maintain quality assurance from form initial liaison with client, Design and Tender Stages to the Technical Supervision and Commissioning of Equipment and installations.

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 the mechanical group from design to installation and commissioning 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**

Appropriate University Degree with major studies in appropriate subjects, or possession of such other qualifications as may be acceptable for corporate membership of the Institute of Engineers PNG.

(b) Knowledge

The occupant must have Specialist knowledge in the field of Mechanical Engineering and some general knowledge in others.

(c) Skills

Computer skills required; CAD familiarity would be an advantage.

(d) Work Experience

- (e) *The occupant must have experience of ten (10) years or more as detailed above together with the ability to lead staff. Must have extensive design, maintenance, and Project Management experience in appropriate areas.*