



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60ABGEQS07
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: <i>Supervising Engineer - Electrical</i> - Grade 14	
DIVISION: <i>Architecture and Building</i>	LOCAL DESIGNATION: <i>Supervising Engineer - Electrical</i>	
BRANCH: <i>Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)</i>	REPORTING TO: <i>Principal Architect</i>	SYS. POS. NO: Grade 15
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 Electrical Engineers employed under the AGQB Branch in implementing of simple and complex Engineering project and maintain quality assurance from 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 Electrical 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 (GE), AS (AGQB)

5. MAJOR DUTIES

- 5.1 Assist in ensuring all work method in Electrical group and drawings are in accordance with the approved procedures.
- 5.2 Assist the Principal Engineer in preparation of design and documentation of Electrical works.
- 5.3 Assist Architecture Section in making sure Electrical designs required for projects are provided by the General Engineering Section of the (AGQB) Branch or liaise with consultant Registered Electrical Engineers to provide such services.
- 5.4 Assist in vetting Tender Documents for Technical Clearance/Technical Correctness for Tender and award purposes
- 5.5 Interpret PNG 1022 and other related PNG, and international standards.

- 5.6 Develop PNG Standards,
- 5.7 Oversee and mentor junior Electrical Engineers who are engaged with the branch to meet the requirements and to be registered as certified professionals.
- 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 (General Engineering).

6.1 WORKING RELATIONSHIP

(a) Internal

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

(b) External

Consultation Engineers, Government Departments and other Agencies, other officers, as necessary.

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarters in Port Moresby, and it's a technical position focuses on complex project design and quality assurance form initial liaison with client through Design and Tender Stages to the Technical Supervision and Commissioning to 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, coordinating, and controlling the detail planning and execution of work of the electrical group for projects tasked to the branch and carryout electrical designs for building infrastructures is challenging to ensure that all project a well documents in the electrical group during design and codes and standards are maintained during implementation of projects.

Undertake complex project design and quality assurance form initial with client through Design and Tender Stages to the Technical Supervision and Commissioning of Equipment and installations.

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. Electricians license an advantage.

(b) Knowledge

Specialist knowledge in the field of Electrical Engineering, in particular, power systems

(c) Skills

The occupant must have an Electrician license an advantage. Computer and CAD skills an advantage.

(d) Work Experience

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