



PAPUA NEW GUINEA PUBLIC SERVICE



## JOB DESCRIPTION

### 1. IDENTIFICATION

<b>AGENCY:</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60ABGEQS08
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION:</b> Supervising Engineer - Structural Grade 14	
<b>DIVISION:</b> Architecture & Building	<b>LOCAL DESIGNATION:</b> Supervising Engineer - Structural	
<b>BRANCH:</b> Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)	<b>REPORTING TO:</b> Principal Architect Grade 15	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> 60ABGEQS02
<b>SECTION:</b> General Engineering	<b>LOCATION:</b> Headquarter - Boroko	

### 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 Structural Engineers and drafting officers, 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 and Supervision of project.

### 3. DIMENSIONS

Supervise a team of Structural 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 Structural group and drawings are in accordance with the approved procedures.
- 5.2 Assist the Principal Engineer in supervising the structural design team with control and direction of the Structural Drawings and analysis of Designs.
- 5.3 Liaise with Structural Engineering Firms and registered Structural Engineers in Preparation of design for structural analysis and certification.
- 5.4 Assist Architecture Section in making sure Structural design required for projects are provided by the General Engineering Section of the (AGQB) Branch or liaise with consultant Registered Structural Engineers to provide such services.
- 5.5 Assist in vetting Tender Documents for Technical Clearance/Technical Correctness for Tender and award purposes

- 5.6 *Oversee and mentor junior Structural Engineers who are engaged with the branch to meet the requirements and to be registered as certified professionals.*
- 5.7 *Assist in carrying out investigations audits of Project and prepare reports*
- 5.8 *Develop PNG Standards*
- 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**

*Consultation Structural Engineers, Stakeholders*

### **6.2 WORK ENVIRONMENT**

*The position is located at Department of Works, Headquarter and it's a technical position and is responsible organize, co-ordinate and supervise team of Structural Engineers and drafting officers, 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 and Supervision of project.*

## **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 structural designs within the branch and carryout structural analysis of structures is a challenge to ensure that organizations' outside of the Department of Works Command Structure complete their activities in accordance with the PNGS codes and standards from design to implementation of projects.*

## **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 Structural Engineering and some general knowledge in others.*

**(c) Skills**

*Computer skills required; CAD familiarity would be 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 a member of the IEPNG and registered as a certified Structural Engineer and having extensive design and some maintenance and Project Management experience in appropriate areas.*