



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABGEQS10
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Supervising Regional Building Inspector - N/Is Grade 14	
DIVISION: Architecture & Building	LOCAL DESIGNATION: Supervising Regional Building Inspector - Northern & Islands	
BRANCH: Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)	REPORTING TO: Principal Architect Grade 15	SYS. POS. NO: REF. NO: 60ABGEQS02
SECTION: Building Board Services	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

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

2. PURPOSE

To organize, co-ordinate and control the operations of all Provincial Building Board within the Northern and Islands Region. Also assist the Principal Building Board Services with the regulatory management and policing of the PNG Building Act & Regulation (Chapter 301) 1994 throughout the country.

3. DIMENSIONS

Manage and implement the PNG Building Regulation (Chapter 301) the Northern & Islands regions to ensure the desired outcome in line with the purpose are achieved. Coordinate and control detail planning and execution of the work of Provincial Building Inspectors throughout the specified regions through the Department in regulating management and policing of the PNG Building Act & Regulations.

4. PRINCIPLE ACCOUNTABILITIES

Reporting to the Principal Building Board Services, AS (AGQB)

5. MAJOR DUTIES

- 5.1 Ensure that work methods in Building Boards for Northern & Islands regions are in accordance with approved procedures.
- 5.2 Oversee the operation of provincial Building Boards under the designated region in making sure all Provincial Building Inspectors are monitored and supervised.
- 5.3 Assist in vetting Tender Documents for Technical Clearance/Technical Correctness for Tender and award purposes.
- 5.4 Assist Principal Building Board Services prepare amendments and reviews of the Building Act and its Regulations as and when required and sought legal advice, when necessary, from the State Solicitor. Develop and implement policy and procedures specific to the Central Building Tribunal Board meets its mandate and corporate governance requirements, in accordance with the Building Act 1994.

- 5.5 *Assist Principal Building Board Services provide advice to Building Boards on standards, feasibility surveys, etc in respect of proposed building construction, location, and regulations.*
- 5.6 *Assist the Principal Building Board Services to follow up on re-newel of provincial Building Board memberships*
- 5.7 *Assist Principal Building Board Services prepare amendments and reviews of the Building Act and its Regulations as and when required and sought legal advice, when necessary, from the State Solicitor. Develop and implement policy and procedures specific to the Central Building Tribunal Board meets its mandate and corporate governance requirements, in accordance with the Building Act 1994.*
- 5.8 *Represent the Department as member to any Technical Evaluation Committee for any Infrastructure in Provincial Procurement Commission (PPC) in the Northern & Islands Region.*
- 5.9 *Assist the Principal Building Board Services in administering and managing the operations of the Central Building Tribunal.*
- 5.10 *Assist in carrying out investigations and audits on Building Infrastructure and other related projects when required by other line departments and stakeholders.*
- 5.11 *Perform quarterly visits to Northern & Island Provinces to check and monitor each Provincial Building Board Operations.*
- 5.12 *Assist the Principal Building Board Services in preparing amendments and reviews of the Building Act and its Regulations as and when required and sought legal advice, when necessary, from the State Solicitor.*
- 5.13 *Act as representative of the Department within its designated region and carry out inspections and audits and prepare reports.*
- 5.14 *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 Building Inspector.

6.1 WORKING RELATIONSHIP

(a) Internal

Principal Building Board Services (BBS), AS (AGQB)

(b) External

Provincial Building Inspectors, Provincial Works Managers (PWM), Provincial/Local Level Government

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarter and it's a technical position responsible for managing the operation of all Provincial Building Board within the Northern and Islands Region. Also assist the Principal Building Board Services with the regulatory management and policing of the PNG Building Act & Regulation (Chapter 301) 1994 throughout the country.

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 and professional code of practices.

- **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-ordination and controlling the detail planning and execution of work of Provincial Building Boards throughout the Northern & Islands region are a challenge to ensure that organizations' outside of the Department of Works Command Structure comply with all the Building requirements for all their Infrastructure development activities within the PNG Building Regulations, Chapter 301 and all other PNG Standards.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

From a recognized university, a Degree in Architecture/Building with major studies in engineering, architecture and building subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Department of Personnel Management.

(b) Knowledge

The occupant must have extensive knowledge of Building Board operations, the procedures and functions of authorities and relevant regulatory bodies must have proven ability on interpretation of Building Act, Regulations and Codes.

(c) Skills

The occupant must have demonstrated building construction and administrative ability. Must be able to organize, co-ordinate, supervise, train and must have good communication skills in English, both written and oral and must be computer literate.

(d) Work Experience

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