



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABGEQS14
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Senior I Engineer - Mechanical - Grade 13	
DIVISION: Architecture & Building	LOCAL DESIGNATION: Senior Engineer - Mechanical	
BRANCH: Architecture, General Engineering, Quantity Surveying & Building Board Services, AGQB	REPORTING TO: Supervising Engineer - Mechanical Grade 14	SYS. POS. NO: REF. NO: 60ABGEQS06
SECTION: General Engineering	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no, Re-class, Re-design

2. PURPOSE

To undertake preparation of sketch designs, design drawings and working drawings for assigned building projects under the supervision of the Supervising and Principal Engineer and arrange documentation for calling of tenders.

Assist in vetting of Tender documents for issuance of Technical Clearance/Correctness for tender and awards purposes.

3. DIMENSIONS

Responsible for designs of all mechanical installation and commissioning of equipment and providing technical advice on best practices of activities in the mechanical group.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to the Supervising Mechanical Engineer in preparing sketch designs, design drawings and working drawings for assigned building projects and installation and of all mechanical

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 Supervising Engineer (Mechanical) Preparation of design and documentation for Mechanical and Hydraulic Services.
- 5.3. Assist in vetting Tender Documents for Technical Clearance/Technical Correctness for Tender and award purposes when required.
- 5.4. Assist in overseeing and mentor junior Mechanical Engineers who are engaged with the branch to meet the requirements and to be registered as certified professionals
- 5.5. Assist in carrying out investigations audits of Project and prepare reports

5.6. 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

- *Supervising Mechanical Engineer*
- *Senior Mechanical Engineer*
- *Supervising Architect*

(b) External

*Mechanical Equipment Suppliers
Consultant Mechanical Engineers*

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarter and it's a technical position responsible for undertaking simple and complex project design and quality assurance for liaising with clients through the AGQB Branch

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 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

Specialist knowledge in the field of Mechanical Engineering and some general knowledge in others.

(c) Skills

Computer skills required, CAD familiarity an advantage.

(d) Work Experience

- (e) *The occupant must have experience of ten (5) 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.*