



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABGEQS15
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Senior Engineer – Electrical Generator Operator Grade 13	
DIVISION: Architecture & Building	LOCAL DESIGNATION: Senior Engineer – Electrical Generator Operator	
BRANCH: Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)	REPORTING TO: Supervising Engineer - Electrical Grade 14	SYS. POS. NO: REF. NO: 60ABGEQS07
SECTION: General Engineering	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

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

2. PURPOSE

Lead 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.

3. DIMENSIONS

Assist in supervising 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.

Responsible for undertaking simple and complex project design and quality assurance for liaising with clients through the Department's Architecture & Building Division by General Engineering Section.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to the Supervising Electrical Engineer, Principal Engineer (GE)

5. MAJOR DUTIES

- 5.1. A member of the assessment and review panel which converges to assess, evaluate, and review project submissions from other government departments, statutory bodies, external clientele, and NPC
- 5.2. A member of the Building Audits team which focuses mostly on the Electrical Engineering aspect of Project investigation Audits requested.
- 5.3. Assist the Supervising Engineer in the control and direction of the Electrical group.
- 5.4. Oversee the operation of the DOWI HQ standby Genset.

5.5. Preparation of design and documentations for: -

- i. Lighting, Fan, GPO system*
- ii. DATA & Voice system*
- iii. Fire alarm and smoke detectors*
- iv. Lifting systems within Building*
- v. Diesel Plants for both Electrical Generation and Fluid Pumping.*

5.6. Train National Staff and co-ordinate their activities both within the Officer and in the Field.

5.7. Interpret PNG 1022 and other related PNG, and International Standards.

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 (General Engineering)

6.1 WORKING RELATIONSHIP

(a) Internal

- *Supervising Engineer, Principal Engineer (GE)*

(b) External

Electrical Material Suppliers

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarter and it's a technical position focusing on undertaking simple and complex project design and quality assurance for liaising with clients through the Department's Architecture & Building Division.

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.

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 Electrical Engineering and some general knowledge in others.

(c) Skills

Computer skills required, CAD familiarity an advantage.

(d) Work Experience

The occupant must have experience of five (5) 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.