



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60ABGEQS16	
WING: <i>Network Planning, Design & Standards</i>	DESIGNATION/CLASSIFICATION: <i>Senior Engineer - Services - Grade 13</i>		
DIVISION: <i>Architecture & Building</i>	LOCAL DESIGNATION: <i>Senior Engineer - Service</i>		
BRANCH: <i>Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)</i>	REPORTING TO: <i>Supervising Engineer - Structural Grade 14</i>	SYS. POS. NO:	REF. NO: 60ABGEQS08
SECTION: <i>General Engineering</i>	LOCATION: <i>Headquarter - Boroko</i>		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
11 - 60 - A00	10/12/2021	Create

2. PURPOSE

Assist in organizing, coordinating, and supervising team of Service Engineers employed under the AGQB Branch in implementing of simple and complex Engineering project design and liaising with Services Engineers for certifying designs.

3. DIMENSIONS

Lead a team of Service Engineers in executing the capital works projects and other requests as assigned to the team by the Principal Engineer (GE) in accordance with the approved Branch works program.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to Supervising Electrical/Mechanical/Structural Engineer, Principal Engineer (GE), AS (AGQB)

Liaise with Consulting Service Engineers and other officers as when required.

5. MAJOR DUTIES

- 5.1.** *Assist in ensuring all work method in all Building Services group and drawings are in accordance with the approved procedures.*
- 5.2.** *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*
- 5.3.** *A member of the Building Audits team which focuses mostly on Building Services and Engineering aspect of Project Investigation Audits requested.*
- 5.4.** *Assist the Executive Engineer in the control and direction of the Building Services group.*

- 5.5. *Assist in vetting Tender Documents for Technical Clearance/Technical Correctness for Tender and award purposes*
- 5.6. *Preparation of design and documentations for all Building Services group for certification by registered/certified Building Services engineer.*
- 5.7. *Train National Staff and co-ordinate their activities both within the Officer and in the Field.*
- 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 Supervising Engineer (Electrical)

6.1 WORKING RELATIONSHIP

(a) Internal

- *Supervision Engineer (Structural), Supervising Engineer (Electrical) Supervising Engineer (structural)*
- *Principal Engineer (GE)*

(b) External

Consulting Building Services Engineers and Building Certifiers.

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 Building Services designs within the branch and carryout analysis of all services 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 as a Building Service Engineer 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 Building Services 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 five (5) 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 Building Services Engineer and having extensive design and some maintenance and Project Management experience in appropriate areas.*

i.