



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD1.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABGEQS18	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Building Certifier - Grade 13		
DIVISION: Architecture & Building	LOCAL DESIGNATION: Building Certifier		
BRANCH: Architecture, General Engineering, Quantity Surveying & Building Board Services (AGQB)	REPORTING TO: Principal Building Board Services Grade 15	SYS. POS. NO:	REF. NO: 60ABGEQS03
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 investigate, co-ordinate and control the work of Certification of complex building projects throughout the country. It also makes sure all building projects comply with the approved Building Plans and appropriate Building Standards.

Responsible for periodic inspection to complex Building Project during construction and prepare and issue Completion and Occupancy Certificate for Buildings.

3. DIMENSIONS

Responsible for ensuring Building Issues are addressed and ensure the desired outcome in line with the purpose are achieved. Coordinate and control detail planning and execution of the work of Building Certifier throughout the country through the Department in making sure Building Infrastructure developments are regulated and managed by complying to the PNG Building Act & Regulations.

4. PRINCIPLE ACCOUNTABILITIES

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

5. MAJOR DUTIES

- 5.1 Assist Principal Building Board Services manage the building board approvals and inspection process with all relevant authorities. This is to ensure that all aspects of the building work comply with the PNG Building Act 1975 (Chapter 301)
- 5.2 Oversee the overall assessment/vetting of Development Documents for issuance of Building Board Permit.
- 5.3 Carryout progressive site inspection/investigations on new complex building infrastructure projects and certify for issuing of Completion Certificate and Occupancy Certificates.
- 5.4 Provide Professional Technical Advice to Provincial Building Inspectors in assessment of complex Building development designs when required

- 5.5 Assist in carrying out Technical Audits for Building Projects and prepare reports when required.
- 5.6 Assist the Principal Building Board Services in administering and managing the operations of the Central Building Tribunal.
- 5.7 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.
- 5.8 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 Board Services.

6.1 WORKING RELATIONSHIP

(a) Internal

*Principal Building Board Services (BBS), Principal Architect, Regional Building Inspectors
Technical Audit officer (BBS), AS (AGQB)*

(b) External

*Provincial Works Managers
Provincial/Local Level Government*

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarter and it's a technical position which focuses on organizing, co-ordinating and controlling the detailed planning and execution of the work of Building Certifier throughout the Country. The position requires a Degree in Building Services/Building Certifier studies or equivalent.

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 Building Certifier throughout the country are a challenge to ensure that organizations' outside of the Department of Works Command Structure complete their activities within a specified duration of time and budget.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

From a recognized university, a Degree in Architecture/Building Service/Building Certifier profession with major studies in engineering, architecture and building services 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 Code of Conduct, 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 certification 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 five (5) years post-graduate experience working as a Building Certifier.