



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60ABGEQS19	
<b>WING:</b> <i>Network Planning, Design &amp; Standards</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Technical Audit</i> - <i>Grade 13</i>		
<b>DIVISION:</b> <i>Architecture &amp; Building</i>	<b>LOCAL DESIGNATION:</b> <i>Technical Audit</i>		
<b>BRANCH:</b> <i>Architecture, , General Engineering, Surveying Quantity &amp; Building Board Services (AGQB)</i>	<b>REPORTING TO:</b> <i>Principle Building Board Services Grade 15</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> 60ABGEQS03
<b>SECTION:</b> <i>Building Board Services</i>	<b>LOCATION:</b> <i>Headquarter - Boroko</i>		

**HISTORY OF POSITION**

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

**2. PURPOSE**

*The occupant must carry out building inspections, audit investigations and completion of Audit reports in relation to buildings responsibly and using good judgment.*

**3. DIMENSIONS**

*The position plays a vital role in Building Section of Architecture of AGQB Branch related issues in its designated localities to ensure that desired outcomes in line with the purpose are achieved.*

**4. PRINCIPLE ACCOUNTABILITIES**

*Carry out duties with audit investigations and audit reports, building inspections and matter relating to Building services.*

**5. MAJOR DUTIES**

- 5.1** *Carry out audit Investigation, prepare Audit data sheets and Reports.*
- 5.2** *Liaise and organize with clients on logistics for Audit projects.*
- 5.3** *Register, manage and file keeping of Audits carried out.*
- 5.4** *Assist carry out inspections and provide reports.*
- 5.5** *Assist with vetting of Building project documents for technical clearance and technical correctness,*
- 5.6** *Assist with vetting of Building projects for Building Permit for Provinces without Provincial Building Boards*
- 5.7** *Perform other duties as directed, consistent with the above.*

## 6. NATURE AND SCOPE

*This position is within the Building Section of Architecture of AGQB Branch of the organization and reports directly to the Principle Building Inspector and Regional Building Inspectors.*

### 6.1 WORKING RELATIONSHIP

**(a) Internal**

*Principle Building Board Services & Assisting Secretary (AGQB)*

**External**

*Client Departments*

### 6.2 WORK ENVIRONMENT

*The position is located at Department of Works, Headquarters in Port Moresby and it's a technical positions focuses on Building Audit investigations and inspections and prepare & compile reports for clients. The position requires a Degree in Building.*

## 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 line with the applicable act, bidding documents, the Good Procurement Manual and other relevant conditions, guides, manuals, standards and specifications.*

## 8. CHALLENGES

*The Occupant must be effective and efficient in assessing and analyzing reports and building issues, services for Building Section of the AGQB Branch.*

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

**(a) Qualifications**

*From a recognized university, a Degree in 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 and train, must have good communication skills in English, both written and oral and must be computer literate.*

**(d) Work Experience**

*The occupant must have 5 – 10 years experience working in Building Audit issues or similar.*