



**Papua New Guinea Public Service  
Position Description**

**1. IDENTIFICATION**

<b>AGENCY:</b> Department of Works & Highways	<b>SYSTEM POSITION NO:</b>	<b>REF NO:</b> 60ABNME03
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION:</b> Supervising Engineer - N/I Network Monitoring & Evaluation	Grade 15
<b>DIVISION:</b> Network Management & Funding	<b>LOCAL DESIGNATION:</b> Supervising Engineer – Network Monitoring & Evaluation	
<b>BRANCH:</b> Network Monitoring & Evaluation	<b>REPORTING TO:</b> Assistant Secretary - NME	<b>SYS. POS. NO:</b> 60ABNME01
<b>SECTION:</b>	<b>LOCATION:</b> Headquarter - Boroko	

**History of position**

File ref:	Date of variation	Details
111-60-A00	10/12/2021	Create

**2. PURPOSE**

In order to maintain a fully functioning monitoring & evaluation framework/system, a team of qualified personal is necessary to support and ensure its success. The position of the Supervising Engineer-N/I (Monitoring, Evaluation, Reporting and Improvement (MERI) is necessary to work and support the section in monitoring, and evaluation duties for two Regions (Northern & Islands).

**3. DIMENSION**

Provide support to the section of the branch in performing its duties and responsibilities as required. To ensure M&E framework program information is communicated effectively to Provincial Works Managers (PWM)s of Northern/Islands Region and Regional Works Managers (RWM)s promptly and that capital works annually works plans & cash flow projections are maintained efficiently and update.

#### 4. PRINCIPAL ACCOUNTABILITIES

Reporting to the Assistant Secretary (Monitoring Evaluation Reporting & Improvement) and the incumbent officer plays a vital role in ensuring that reporting activities of the monitoring & evaluation work & dialogue in the section is implemented accordingly consistent with prescribed Government of Papua New Guinea legislations i.e. the Public Finance Management Act (2018), Procurement Act (1997) and the PNG Planning & Monitoring Responsibility Act (2016).

#### 5. MAJOR DUTIES

- 5.1 Responsible for assisting the Assistant Secretary (Monitoring Evaluation Reporting & Improvement) in performing routine reporting, monitoring and evaluation activities on the Development budget programs/projects periodically.
- 5.2 Liaise with Provincial Works Managers (PWM)s to ensure periodic reports physical status and financial reports of all new, on-going and stalled PIP/Development programs/projects are compiled and furnished for Senior Management, external agencies and Donor partners.
- 5.3 Assist the Assistant Secretary (Monitoring Evaluation Reporting & Improvement) to update M&E data base of project reports and produce periodic management reports for Senior Management and external agencies.
- 5.4 Perform comparative budget variation checks for Development Budget program/projects against monitoring framework assessments and report variations/discrepancies to management for further investigation.
- 5.5 Prepare spreadsheet summary of periodic physical progress of Development program/project reports from Provincial Works Managers (PWM)s and IFMS General Ledger transcripts from Department of Works Finance & Accounting Services - Budget Section.
- 5.6 Attend meetings. Business sessions and forum occasions with Assistant Secretary (Monitoring Evaluation Reporting & Improvement), and report back to branch and senior management.
- 5.7 Attend Budget Reviews/Project Site Inspections with Assistant Secretary (Monitoring Evaluation Reporting & Improvement) conducted quarterly by DoWH in consultation with DNPM M&E schedules for tracking of financial and physical status of Capital Investment & Maintenance projects/programs and provide reports as and when required.
- 5.8 Perform other duties as directed by superiors as consistent with the job description.

#### 6. NATURE AND SCOPE

The nature of this position is to assist the Assistant Secretary (Monitoring Evaluation Reporting & Improvement) in performing monitoring and evaluation of the government's development infrastructure programs ensuring reporting of programs/projects with consideration to the Departments Corporate Plan, Government's medium and long infrastructure development plans and policies. i.e., Vision 2050, MTDP III, NRSN and the Connect PNG 2020- 2040).

## 6.1 Working relationship

Who	Why
<b>Internal</b>	
<b>Assistant Secretary</b>	Providing high level support consistent to the deliverables with the roles and responsibility of the position
<b>Regional Works Managers</b>	Interacts on an on-going basis to gather report and other business correspondence regarding reports of Public Investment Programs (PIP)
<b>Provincial Works Managers</b>	Interacts on an on-going basis to gather report and other business correspondence regarding reports of Public Investment Programs (PIP)
<b>Donor Project Officers</b>	Interacts on an on-going basis to gather report and other business correspondence regarding reports of Public Investment Programs (PIP)
<b>External</b>	
<b>FAS (DNPM, Treasury, Finance, Transport)</b>	<ul style="list-style-type: none"> <li>• Department's Policies and Strategies</li> <li>• Work Plans and Budgets</li> <li>• Departments corporate performance issues</li> <li>• Monitoring &amp; Evaluation of Network</li> </ul>
<b>Provincial &amp; District Administrators</b>	<ul style="list-style-type: none"> <li>• Department's Policies and Strategies</li> <li>• Work Plans and Budgets</li> <li>• RAMS &amp; BAMS Data</li> </ul>
<b>Development Partners</b>	<ul style="list-style-type: none"> <li>• Relevant development funding issues</li> </ul>

## 6.2 Working environment

The Supervising Engineer-N/I (Monitoring Evaluation Reporting & Improvement) is both technical and administrative position. It requires an individual who will support Assistant Secretary (Monitoring Evaluation Reporting & Improvement) to develop project framework, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all National Government infrastructure program/project activities.

## 6.3 Reporting arrangements

## (a) Reporting Line

First Assistant Secretary

## (b) Direct Reports

Assistant Secretary

**(c) Indirect Reports**

Program Managers

**6.4 Budget & Expenditure****Budget:** In accordance with approved annual budget appropriation**Financial Delegation:** In accordance with current instrument of financial delegation**7. CONSTRAINTS, FRAMEWORKS, AND BOUNDARIES**

- **Rules/Procedures**

Government of Papua New Guinea monitoring and reporting of Public Purse include the PNG Planning & Monitoring Responsibility Act (2016) which requires public offices to furnish periodic project reports.

The purpose of planning, coordinating, reporting and managing risks on projects in the public sector of Papua New Guinea is in line with the Project Cycle Procedural Guidelines which includes the stages of identification, formulation, design, appraisal, selection, negotiation, approval, preparation of start-up or activation, implementation, completion or termination, transition and evaluation and follow-up analysis.

The Public Finance Management Act No. 21 and its related Legislation outline processes and systems to ensure public servants perform their duties and responsibilities diligently with care. Additionally, the Central Supply and Tenders Procedural Guidelines further ensures proper procurement process for project implementation is adhered to transparently.

- **Decision**

Any decisions made within the confines and jurisdiction of this position is subject to the authorization of the activity head acting within the perimeter of its mandated functional responsibility as outlined in the overall organizational structure and in consultation with the relevant Divisional, Executive Arm and the Departmental Head.

Further, any decisions and actions are subject and/or are consistent with the Public Service General Orders (4<sup>th</sup> Edition) 2012 and the Public Service Management Act (2014).

- **Recommendations**

The National Governments infrastructure development programs and projects are implemented in compliance with the Public Investment Program(s)'s set targets i.e., the Approved Annual Budget and the Scope of Works and its Objectives as provided by the Provincial Works Managers (PWMs) and Regional Works Managers (RWMs) annually. Variations and/or alterations to the program/project are approved by the Senior Technical Managers/Project Steering Committee (PSC) after close consultation of the Departmental Head.

**8. CHALLENGES**

The biggest challenge lies in the area of inconsistent and incorrect reporting of physical and financial aspects of the projects. Due to poor or untimely submission of on-going status reports of the

programs/projects from Provincial Works Managers (PWMs), the branch cannot maintain an effective and reliable M&E data base system and report.

The National Government on the other hand is not able to make constructive decisions due to inaccurate outdated information. This could result in poor delivery of public service and utilities.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Applicant must have a minimum Diploma or higher in Business Management, Civil Engineering, Accounting, Project management and/or possess other tertiary qualifications in or related field.

### (b) Knowledge

Must have sound knowledge in project management, business and/or related field. Must have sound understanding of monitoring & evaluation system and its frameworks which includes project planning, implementation, reporting and management. Must also have good understanding of the applications of the Public Finance Management Act, Public Service General Orders and the Procurement Manual & Act.

Applicant must have knowledge of Government of Papua New Guinea (GoPNG) budget process and systems. Individual must be computer literate and be proficient in Microsoft Office applications, preferably database management & programs.

### (c) Skills

Must have the ability to be team player with the ability to collect, analyse and sort data/information. Should be able to coordinate reports and dialogue with senior management. Must have sound planning skills with proven ability to effectively report for multiple programs/projects at various levels of management both internally and externally or equivalent.

Person we seek must also demonstrate sound level of verbal, written interpersonal skills in English. Should be able to interact with fellow officers with ease.

### (d) Work Experience

Must have a minimum of five (5) years of work experience in monitoring and evaluation of infrastructure projects preferably in the public service. Must have proven experience in project/financial management in an environment with multiple projects.

Must have project management experience and/or information management system. Ability to draw up an M&E system and framework to effectively tract, monitor and report project results.

Previous experience in similar environment or the Public Service would be an advantage.