



**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> 60ABNME06
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION:</b> Senior Technical Officer/Engineer - S/H Network Monitoring & Evaluation	Grade 11
<b>DIVISION:</b> Network Management & Funding	<b>LOCAL DESIGNATION:</b> Senior Technical Officer / Engineer	
<b>BRANCH:</b> Network Monitoring & Evaluation	<b>REPORTING TO:</b> Senior Engineer – S/H	<b>SYS. POS. NO:</b>  <b>REF:</b> 60ABNME04
<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**

To support the Senior Engineer (Monitoring Evaluation Reporting & Improvement) and the rest of M&E team in implementation the department's monitoring & evaluation framework and reporting system for the National Government's Development programs/projects.;

**3. DIMENSION**

Provide support to the section of the branch in performing reporting, Monitoring Evaluation Reporting & Improvement duties and responsibilities as required. To ensure provincial physical reports are captured in detailed accurately with financial summaries.

Ensure periodic status reports are available in time for senior M&E team for analysis and reporting.

**4. PRINCIPAL ACCOUNTABILITIES**

Reporting to the Senior Engineer (Monitoring Evaluation Reporting & Improvement), the occupant collects the raw data from the field reports and summary accordingly for Senior Engineer (Monitoring Evaluation Reporting & Improvement)

The officer crosschecks report to verify authenticity of data and information for processing from provincial offices. Further ensures correct forms/templates are utilized for uniformity of reporting and 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 Collect and summarize periodic program/project reports from Provincial Works Managers (PWM) and sort accordingly.
- 5.2 Liaise with DoW main accounts and obtain periodic IFMS General Ledger transcriptions and sort accordingly against project physical reports.
- 5.3 Assist Senior Engineer (Reporting, Monitoring & Evaluation) to update M&E data base of project reports and produce periodic management reports for Senior Management.
- 5.4 Assist Senior Engineer (Reporting, Monitoring & Evaluation) produce comparative budget variation checks for Development Budget program/projects against monitoring framework assessments and report issues for further analysis/input.
- 5.5 Perform other duties as directed by Senior Engineer (Reporting, Monitoring & Evaluation) as consistent with the job description.

**6. NATURE AND SCOPE**

The nature of this position is to assist the Senior Engineer (Reporting, Monitoring & Evaluation) 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
<i>Internal</i>	
Senior Engineer – S/H	Providing support consistent to the deliverables with the roles and responsibility of the position on daily basis.



<b>Regional Works Managers</b>	Also assist in communicating with and to gather to collect project reports for new on-going and stalled projects.
<b>Provincial Works Managers</b>	Also assist in communicating with and to gather to collect project reports for new on-going and stalled projects.
<b>Donor Project Officers</b>	Also assist in communicating with and to gather to collect project reports for new on-going and stalled projects.
<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 STO/Engineer (Reporting, Monitoring & Evaluation) is both technical and administrative. It requires an individual who will support/assist the Senior Engineer-S/H (Reporting, Monitoring & Evaluation) to prepare periodic physical and financial management reports on government infrastructure projects implemented by the department in the provinces.

## 6.3 Reporting arrangements

### (a) Reporting Line

Supervising Engineer – S/H

### (b) Direct Reports

Senior Engineer – S/H

### (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 includes 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 ensure 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

Major challenge of this position is to obtain and deliver the correct information required for the government's infrastructure programs/projects accurately and transparently for management and interested internal and external stakeholders.



Reporting of monitoring & evaluation assessments must be produced on time as expected. 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 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.

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 three (3) to 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 or equivalent.

Must have project management experience and/or information management system. Ability to gather information and tabulate for analysis. Can communicate with fellow officers and be a team player.

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