



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form OD2.7

## 1. IDENTIFICATION

<b>AGENCY:</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60ABPM03	
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION:</b> Supervising Project Manager - Grade 14		
<b>DIVISION:</b> Architecture & Building	<b>LOCAL DESIGNATION:</b> Supervising Project Manager		
<b>BRANCH:</b> Project Management	<b>REPORTING TO:</b> Principal Project Manager Grade 15	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> 60ABPM02
<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

*Under the direction of the Assistant Secretary (Project Management) and Principal Project Manager to organize, co-ordinate and control minor works projects and reports on projects as assigned to the Branch, in accordance with the approved Works Programme.*

## 3. DIMENSIONS

This position plays a technical supervising role in organizing, coordinating and controlling the execution of minor works project with the approved Works Programme.

## 4. PRINCIPLE ACCOUNTABILITIES

*Accountable to the Principal Project Manager.*

## 5. MAJOR DUTIES

- 5.1 *Represent as the Superintendent's Representative to all Minor Works projects and other assigned projects.*
- 5.2 *Assessing of claims & payments to projects and certifying of works on site.*
- 5.3 *Carrying out Site inspections.*
- 5.4 *Preparations and collations of minor works project reports.*
- 5.5 *When required, supervision of architectural works under construction, site inspections and surveys of buildings.*
- 5.6 *Other duties as directed, consistent with the above.*

## 6. NATURE AND SCOPE

*This position is within the Project Management Branch of the organization and reports directly to the Principal Project Manager or Superintendent and the Assistant Secretary (Project Management) in engineering for the specific project.*

## 6.1 WORKING RELATIONSHIP

### (a) Internal

- *Principal Project Manager or Superintendent*
- *Assistant Secretary (Project Management)*

### (b) External

- *Contractors*
- *Stakeholders*

## 6.2 WORK ENVIRONMENT

*This position is located at Department of works, Headquarters in Port Moresby and it's a technical position which focuses on project management and supervision; organizing, co-ordinating and controlling the detail planning and execution of assigned high infrastructure building projects.*

## 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. You will be responsible to organize z*

### ▪ 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, co-ordinating and controlling projects on time. Oversee all execution of assigned high infrastructure building projects throughout the country and working directly with the PMT and the contractor to ensure the deliveries fall within applicable scopes and budgets and timeframes.*

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

*The occupant must have graduated from a recognized university with a Bachelor's Degree in appropriate field of study and/ or Project Management Professional (PMP) certification would be bonus; Registered under the profession (Registered Architect or Registered Engineer) in Papua New Guinea and a full membership to recognized affiliations.*

### (b) Knowledge

*The occupant must have proven working knowledge in large-scale project management practices, project work organization, have excellent client and internal communication, and risk mitigation plan and procedures of relevant regulatory bodies.*

### (c) Skills

*The occupant must have demonstrated project management and contract administration ability. Must be able to develop and track budgets, coordinate, organize and supervise. Must have excellent written and oral communication skills and have strong management and leadership skills.*

### (d) Work Experience

*The occupant must have proven at least five (5) years working experience in large-scale project management practices and procedures of relevant regulatory bodies. He/ She should also have proven ten (10) years of architectural profession or contract administration experience.*