



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form OD2.7

**1. IDENTIFICATION**

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60ABPM04	
<b>WING:</b> <i>Network Planning, Design &amp; Standards</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Technical Officer</i> - <i>Grade 11</i>		
<b>DIVISION:</b> <i>Architecture &amp; Building</i>	<b>LOCAL DESIGNATION:</b> <i>Technical Officer</i>		
<b>BRANCH:</b> <i>Project Management</i>	<b>REPORTING TO:</b> <i>Supervising Project Manager</i> <i>Grade 14</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> 60ABPM03
<b>SECTION:</b>	<b>LOCATION:</b> <i>Headquarter - Boroko</i>		

**HISTORY OF POSITION**

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

**2. PURPOSE**

*The occupant must assist in administration, controlling filing and safe keeping documents for the approved assigned for High Impact Building Infrastructure projects and Works Programme.*

**3. DIMENSIONS**

This position plays a vital technical role in organizing and coordinating the site visits and meetings and execution of project management team consultants with the approved Works Programme in ensuring that the desired outcomes are in line with the purpose to achieve.

**4. PRINCIPLE ACCOUNTABILITIES**

*Control and keep record of all High Impact Building Infrastructure projects registry and assist in the administration of these projects and the Project Management Consultant Teams.*

**5. MAJOR DUTIES**

- 5.1 *Assist Principal Project Manager with the operation of the branch, organizing, preparing and compiling of Budget, monthly, annual, and inspection reports.*
- 5.2 *Control, record and filing of High Impact Building Infrastructure project files as and when new project and administration matters are created. Also, registering of all High Impact Building Infrastructure projects.*
- 5.3 *Assist with clerical works for the branch.*
- 5.4 *Assist with office management.*
- 5.5 *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 Assistant Secretary (Project Management) and the Supervising Project Manager.*

## 6.1 WORKING RELATIONSHIP

### (a) Internal

*Assistant Secretary (Project Management) Engineer and Supervising Project Manager (Engineer's Representative)*

### (b) External

- *Nil*

## 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-coordinating and controlling the detail planning and execution of capital works projects. The position requires a Degree in Project Management.*

## 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, Conditions of Contract, good practice, the Good Procurement Manual and other relevant conditions, guides, manuals, standards and specifications.*

## 8. CHALLENGES

*The Occupant must be effective and efficient in the organization and safekeeping of registry, drawings, documents, inventory of equipments for the Project Management branch in specific duration time and budget.*

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

*Satisfactory completion of Grade 12 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Department of Personnel Management.*

### (b) Knowledge

*The Occupant must have an Advanced Knowledge in clerical, accounting and office administration practice.*

### (c) Skills

*The occupant must have the ability to undertake work of an advanced or unusual nature. Also have ability to use Microsoft Office Applications.*

### (d) Work Experience

*Sound administration and clerical skills and have 3-5 five years in similar administration experience.*