



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABS02	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Principal Standards Grade 15		
DIVISION: Architecture & Building	LOCAL DESIGNATION: Principal Standards		
BRANCH: Standards (STD)	REPORTING TO: Assistant Secretary - Standards Grade 17	SYS. POS. NO:	REF. NO: 60ABS01
SECTION:	LOCATION: Headquarter - Boroko		

HISTORY OF POSITION

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

2. PURPOSE

Manage the operational function of the Standards Branch of the Department's Architecture & Building Division. Responsible in the planning and execution of the Housing Standards, Government Institutional Building, Offices and all the Standard Technical Regulatory Documents of the Division, in accordance with the approved Works Programme and manage effectively and economically these standards.

3. DIMENSIONS

Manage the overall operations of the required activities to the Standards Branch. Organizing, coordinating, and controlling the overall planning and execution Housing Standards, Government Institutional Building, Offices and all the Standard Technical Documents of the Division as assigned to the Branch with the approved Works Programme.

4. PRINCIPAL ACCOUNTABILITIES

Accountable to the AS (STF) and the FAS (A&B) in planning and executing of all Standards and other assigned tasks.

5. MAJOR DUTIES

- 5.1 Ensure that operational function of the office is in accordance with approved procedures.
- 5.2 Prepare all policies for STD Branch and ensure these policies are adhered to.
- 5.3 Review and updating of all standard Technical documents such as Architectural Technical Specification, PNG Building Act and Regulation (Chapter 301) 1994, Fire Code and other Standard technical Documents, etc.
- 5.4 Department's Alternative Representative to the National Institute of Standards and Industrial Technology (NISIT) Board
- 5.5 Organize, coordinate, and control the overall planning and execution of Standard Houses, Government Institutional Building, Offices standards and all the Standard Technical Regulatory Documents for the Division

- 5.6 *Alternate Represent to National Procurement Commission (NPC) Technical Evaluation Committee (TEC) for Tender evaluations*
- 5.7 *Other duties as directed, consistent with the above.*

6. NATURE AND SCOPE

This position is within the STD Branch of the organization and reports directly to the AS (STD).

6.1 WORKING RELATIONSHIP

(a) Internal

- AS (STD)
- FAS (A&B)

(b) External

- (c) *Departmental clients*
- (d) *Private and individual Clients*
- (e) *National Institute of Standards and Industrial Technology (NISIT)*
- (f) *Provincial Administrators, Governors, and Ministers*

6.2 WORK ENVIRONMENT

This is a statutory technical position located within the Department of Works, Headquarters in Port Moresby. And is responsible with focusing on directing, planning and executing the operational function to the Branch in accordance with the approved Works Programs by world's best practice, standards and professional ethics.

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 Government of Papua New Guinea. And within the guidance of the Conditions of Contract (FIDIC).

▪ Decision

Decisions taken shall be in line with the applicable law, standard practices or contract management, departmental policies, the relevant agreements in place and professional code of practice.

▪ Recommendations

Any recommendations made should be in line with the applicable Act, good project management practice, the Good Procurement Manual and other relevant conditions, guides, manuals, standards and specifications, free of nepotism and bias.

8. CHALLENGES

Organizing, co-ordinating and controlling the detail planning and execution of capital works projects is a challenge to ensure that organizations' outside of the Department of Works Command Structure complete their activities within a specified duration of time and budget.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- *Appropriate Degree in Architecture and/or Degree in Building from a recognized university and relevant qualification which may be deemed applicable to this field.*

- *Registered Architect or Builder in Papua New Guinea*
- *Full members of a recognized institute of Architects or Institute of Builders.*
- *Must possess management skills and extensive experience on project management.*

(b) **Knowledge**

The occupant must have extensive knowledge in large-scale architectural practices, work organization and procedures of relevant regulatory bodies.

(c) **Skills**

Must have demonstrated architectural and higher administrative including supervision and training ability and must have excellent communication skills in English, both written and oral and must have a working knowledge of Compute Aided Drafting techniques and must possess management skills and experience.

(d) **Work Experience**

The occupant must have a minimum of ten (10) years post-graduate working experience and five (5) as a Registered Architect.