



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60ABS03	
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Supervising - Housing Grade 14		
DIVISION: Architecture & Building	LOCAL DESIGNATION: Supervising - Housing		
BRANCH: Standards (STD)	REPORTING TO: Principal Standards Grade 15	SYS. POS. NO:	REF. NO: 60ABS02
SECTION:	LOCATION: 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 (Standards) and Principal (Standards) to organize, coordinate and control all standards and reports on standards 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 all standards with the approved Works Programme.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to the Principal (Standards)

5. MAJOR DUTIES

- 5.1 *Supervise and manage all Housing standards and becomes the curator.*
- 5.2 *Ensure that all policies done by Principal (Standards) in regarding to Housing Standards is abide to.*
- 5.3 *Assist in Updating of Architectural Technical Specification, PNG Building Act and Regulation (Chapter 301) 1994, Fire Code and other Standard Technical Documents, etc.*
- 5.4 *Response to clients on correspondences in regards to Housing standards and raise invoices for payments.*
- 5.5 *Liaise with Technical Officer for payments of invoices and ensure ledger of payments is up to date.*
- 5.6 *Other duties as directed, consistent with the above.*

6. NATURE AND SCOPE

This position is within the Standard Branch of the organization and reports directly to the Principal (Standards) and the Assistant Secretary (Standards) in organizing, coordinating and controlling the execution of all Housing standards for the Division and Client.

6.1 WORKING RELATIONSHIP

(a) Internal

- *Principal (STD)*
- *Assistant Secretary (STD)*

(b) External

- *Government Departments clients*
- *Private and individual Clients*

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 management and supervision; organizing, co-coordinating and controlling the detail planning and execution of Housing standard updates and requests.

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-coordinating and controlling Housing Standards are on time. Oversee and ensure all execution of Housing Standard projects throughout the country are Standardized.

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 Building) 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 standard 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.