



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY WORKS AND HIGHWAYS	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSPDS02
WING: CORPERATE SERVICES	DESIGNATION/CLASSIFICATION: MANAGER -GRADUATE PROVISIONAL DEVELOPMENT PROGRAM GRADE 15	
DIVISION: HUMAN RESOURCE	LOCAL DESIGNATION: MANAGER - (GPDP)	
BRANCH: STAFF PROFESSIONAL DEVELOPMENT SERVICES	REPORTING TO: ASSISTANT SECRETARY (STAFF PROFESSIONAL DEVELOPMENT SERVICES)	SYS. POS. NO: REF. NO: 60CSPDS01
SECTION: GPDP	LOCATION: HEADQUARTERS	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no, Re-class, Re-design

2. PURPOSE

To manage the operations and all training activities of the graduate programs of DOW, in the planning, development and delivery of all graduate provisional programs.

3. DIMENSIONS

- 3.1 Operates within Headquarters where professional training programs are coordinated and implemented. The position is established within an approved administrative structure responsible for a number of positions in headquarters.
- 3.2 The position is also responsible for registration of all engineers and compliance with IEPNG requirements.
- 3.3 Provides sound advice on graduate development programs and training matters, ensure compliance of approved training policy including the Public General Orders No. five and six (5&6) in respect of training opportunities.

4. PRINCIPLE ACCOUNTABILITIES

To the AS (SPDS) for the timely and efficient delivery of all Graduate Provisional Development Training Programs that meet the needs of the Department as well as interested organization and individual graduates.

5. MAJOR DUTIES

- 5.1 Plan, direct and control all activities of the Graduate Provisional Development of various professional disciplines.
- 5.2 Prepare and submit budget estimates and control expenditure for the respective units
- 5.3 Recruiting GPDP candidates.
- 5.4 Assign tasks to Unit Heads, organize and ensure effective performance.
- 5.5 Ensure that all DOW graduates staff is duly registered with their respective professional disciplines.
- 5.6 Provide for the training and development needs of all provisional staff in all the sections.

- 5.7 Assist Assistant Secretary (SPDS) by providing advice and information necessary for decision making concerning new graduates training.
- 5.8 Liaise and coordinate with external training providers, donor and government agencies concerning training opportunities and funding.
- 5.9 Represent the unit/branch on boards and committees as required.
- 5.10 Perform any other duties as directed by the AS (SPDS) consistent to the above.

6. NATURE AND SCOPE

The position is within the senior management level and reports directly to the Assistant Secretary (SPDS).

6.1 WORKING RELATIONSHIP

(a) Internal

- Reporting Directly to Assistant Secretary (SPDS)
- Responsible for Senior Coordinator (GPDP) and Coordinator (GPDP)
- Liaise with all Provincial Works Managers and Project Managers regarding graduate training matters.

(b) External

Liaise with Professional Bodies e.g. IEPNG, PNG University of Technology, Consular officers, Department of Foreign Affairs and Trade Donor Agencies and Overseas Universities for training opportunities.

6.2 WORK ENVIRONMENT

This is a statutory specialist technical position located within Department of Works & Highways, Headquarters Human Resources Division. It is responsible for the efficient delivery of graduate training programs.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

This job operates within and is guided by the training policy and procedures and as stipulated in the General Orders, Public Finance & Management Acts and Financial Instructions.

▪ Decision

Decisions taken shall be in line with the training policy and procedures, related to departmental policies including other relevant agreements and the public service general orders.

▪ Recommendations

Any recommendations made should be in line with the training policy and procedures, related to departmental policies including other relevant agreements and the Public Service General Orders.

8. CHALLENGES

- Keep up with the constant evolving technology, practices and standards in the delivery of the graduate training programs.
- Managing, monitoring and implementing planned graduate training programs effectively and efficiently as per department's need and budget allocation.
- Compliance with Graduate Provisional Development Program training requests from divisional heads for their staff training and development and ensuring equal opportunities for all divisions.
- Ensuring that IEPNG requirements are complied with by all DOW&H Engineers.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- University Degree in Human Resource Development or Diploma in Human Resource Development & Management in appropriate field.
- Management or appropriate field.
- Membership with PNGHRI or PNGTDS, IEPNG.

(b) Knowledge

- Have a wide knowledge in managerial principles and practices.
- Sound knowledge in graduate and post graduate programs.
- Sound understanding of HRD (training) and SPDS roles functions within an organization.
- Sound understanding of the Department policies, goals and objectives.

(c) Skills

- High level of communication and interpersonal skills.
- High level of managerial and leadership skills.
- Adequate computer application skills.
- Work planning, Finance & Budget and Reporting.

(d) Work Experience

- Extensive experience in coordinating staff development and training programs with minimum of five (5) years in a similar position.
- Extensive experience in developing career pathway.