



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: WORKS AND HIGHWAYS	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSPDS03
WING:: CORPORATE SERVICES	DESIGNATION/CLASSIFICATION: CORPORATE SERVICES	
DIVISION: HUMAN RESOURCE	LOCAL DESIGNATION: MANAGER – (PGP)	
BRANCH: STAFF PROFESSIONAL DEVELOPMENT SERVICES	REPORTING TO: ASSISTANT SECRETARY (STAFF PROFESSIONAL DEVELOPMENT SERVICES)	SYS. POS. NO:      REF. NO:
SECTION: PGP	LOCATION: HEADQUARTERS	

HISTORY OF POSITION

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

2. PURPOSE

To manage all training activities and development programs for Professional Staff and senior executive managers of the Department.

3. DIMENSIONS

- 3.1 Operates within Headquarters where professional training programs are coordinated. 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 all technical training matters, ensure compliance of approved training policy including the Public General Orders in respect of training opportunities.

4. PRINCIPLE ACCOUNTABILITIES

To the Assistant Secretary – SPDS for the effective administration and Coordination of Training and Development Programs for DOW Professional Staff and Executive Members of the Department.

5. MAJOR DUTIES

- 5.11 Plan, direct and control all activities of the Professional Development Section.
- 5.12 Assign tasks to Unit Heads, organize and ensure effective performance.
- 5.13 Ensure that all DOW&H Professional Staff are duly registered with their respective disciplines.
- 5.14 Provide for the training and development needs of all Professional Staff in the section.
- 5.15 Assist Assistant Secretary (SPDS) by providing advice and information necessary for making decisions concerning Professional Staff and Executive Members training.
- 5.16 Liaise and coordinate with external training providers, donor and government agencies concerning funding and training opportunities.
- 5.17 Represent the section/branch on boards and committees as required.

5.18 Perform any other duties as directed by the AS (SPDS) consistent to the above.

## 6. NAURE AND SCOPE

The position is within the senior management level of SPDS Branch and reports directly to the Assistant Secretary- (Staff Professional Development Services).

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reporting Directly to Assistant Secretary (SPDS)
- Responsible for Senior Coordinator (CPD) and Coordinator (CPD).
- Donor project office

#### (b) External

- Liaise with Professional Bodies e.g. IEPNG, Universities & Colleges, Consular offices, Department of Foreign Affairs and Trade, Donor Agencies and Overseas Universities.
- Transport sector agencies (DOT, NAC, NMSA, CASA etc.)

### 6.2 WORK ENVIRONMENT

This is a statutory specialist technical position located within Department of Works & Highways, Headquarters Human Resource Division. It is responsible for the efficient delivery of professional 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 the departmental policies including other relevant agreements and the Public Service General Orders.

## 8. CHALLENGES

- Keep up with current trend and practices as well as standards in the delivery of Professional and Executive training programs.
- Managing, monitoring and implementing planned professional training programs effectively and efficiently as per department's need and budget allocation.
- Compliance with 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 or Diploma in Human Resource Development & Management in appropriate field.
- Membership with PNGHRI or PNGTDS, IEPNG.

(b) **Knowledge**

- Have a wide knowledge in managerial principles and practices.
- Sound understanding of HRD 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, budgeting and reporting.

(d) **Work Experience**

Extensive experience in training and administration with minimum of five (5) years in similar role.