



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: WORKS & HIGHWAYS	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSPDS08
WING:: CORPORATE SERVICES	DESIGNATION/CLASSIFICATION: SENIOR COORDINATOR –CD&R - GRADE 13	
DIVISION: HUMAN RESOURCE	LOCAL DESIGNATION: SENIOR COORDINATOR– (CD&R)	
BRANCH: STAFF PROFESSIONAL DEVELOPMENT SERVICES	REPORTING TO: ASSISTANT SECRETARY – STAFF PROFESSIONAL DEVELOPMENT SERVICES	SYS. POS. NO: REF. NO:
SECTION: CD&R	LOCATION: HEADQUARTERS	

HISTORY OF POSITION

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

2. PURPOSE

To administer the planning, coordination and implementation of Curriculum Development and Training for specialized for Civil training programs and Apprenticeship programs as well other training needs of DOW staff.

3. DIMENSIONS

- 3.1 Operates within headquarters where training research and curriculum development for specialized training programs are developed. The position is established within an approved administrative structure responsible for one subordinate staff.
- 3.2 The position is also responsible for making sure that all curriculum materials are developed in coordination with DOW training advisory committees.
- 3.3 Provides advice on current trends for training purposes.

4. PRINCIPLE ACCOUNTABILITIES

To the Assistant Secretary – Staff Professional Development Services for the effective administration and conduct of all curriculum development and training for DOW&H staff training needs.

5. MAJOR DUTIES

- 5.1 Plan, Organize, and Administer the Coordination and Control of all Curriculum Development, Research and Training matters.
- 5.2 Oversee, Control and Assess the implementation of Curriculum Development and Research Activities for efficient training delivery.
- 5.3 Ensure proper coordination with respective Line Managers in terms of Curriculum Development and Research needs.
- 5.4 Liaise with Training Specialists for updated information to keep abreast with current trends and practices and conduct workshops as required.
- 5.5 Oversee the preparation, compilation, proper use and safe keeping of all training aid.

5.6 Provide the Assistant Secretary – Staff Professional Development Services with advice and information as required on Curriculum Development and Research needs.

5.7 Perform any other duties as directed, consistent with the above.

6. NATURE AND SCOPE

The position is within the middle management level of SPDS Branch and reports directly to Assistant Secretary – SPDS

6.1 WORKING RELATIONSHIP

(a) Internal

- Reporting to Assistant Secretary – (SPDS)
- Responsible for one (1) subordinate staff
- Liaise with DoW&H Training Advisory Board, Divisional Heads, Branch Heads, RWMs, PWM's and SIO's and Training Instructors for professional training matters

(b) External

- Professional Training Bodies, NATTB, TVET, Universities and Industries

5.8 WORK ENVIRONMENT

- Operational oriented with all operations centralized in the works office.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

• Rules/Procedures

This job operates within and is guided by the DoW&H training policy, procedures and DoW&H Training Advisory Board Guidelines.

• Decision

Decisions taken shall be in line with DoW&H training policy and procedures and DoW&H Training Advisory Board Guidelines.

• Recommendations

Any recommendations made should be in line with DoW&H training policy and procedures and DoW&H Training Advisory Board Guidelines.

8. CHALLENGES

- Keep up with current trends and practices as well as standards in the design of professional training curriculum and programs including apprenticeship training.
- Coordinate the implementation of approved professional training curriculum and programs. Compliance from divisional heads and DoW&H Training Advisory Committee for the design of specialized training requests.
- Ensuring that DoW&H requirements for training are complied with in the design of specialized training programs.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Degree or Diploma in TVETT or appropriate field.

(b) Knowledge

- Sound knowledge of curriculum development practices and processes.
- Clear understanding of curriculum development of procedures and processes.
- Thorough understanding of the Department's functions, its Goals and Objectives.

(c) Skills

- Good Organizational, Interpersonal and research skills
- Must have high standard of both oral and written Communication Skills
- Must be proficient in the use of computer application software such as MS Word, MS Excel and MS PowerPoint, email and internet usage.

(d) Work Experience

Must have three (3) years of working experience in the area of Curriculum Development and Research Planning.