



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: WORKS & HIGHWAYS	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSPDS12	
WING:: CORPORATE SERVICES	DESIGNATION/CLASSIFICATION: COORDINATOR - CURRICULUM DEVELOPMENT AND RESEARCH - GRADE 12		
DIVISION: HUMAN RESOURCES	LOCAL DESIGNATION: COORDINATOR (CD&R)		
BRANCH: STAFF PROFESSIONAL DEVELOPMENT SERVICES	REPORTING TO: SENIOR COORDINATOR - CD&R	SYS. POS. NO:	REF. NO:
SECTION:	LOCATION: HEADQUARTERS		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
1.11-60-A00	10/12/2021	Abolished/ Create

2. PURPOSE

Provide assistance to the Senior Coordinator (CD&R) in the Planning, Coordination and Implementation of all Curriculum Development & Research for specialized; civil training programs, Apprenticeship Training Programs as well as other training needs of DoW&H 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 of the SPDS.
- 3.2 The position is also responsible to ensure that all curriculum' materials are developed in coordination with DoW&H Training Advisory Committee.
- 3.3 Provides advice on current trends for training purposes,

4. PRINCIPLE ACCOUNTABILITIES

To the Senior Coordinator - Research and Curriculum Development for the assistance needed to effectively Coordinate, Control and conduct all Research and Curriculum Developmental needs of the Department.

5. MAJOR DUTIES

To provide assistance in:

- 5.1 Coordinating and controlling all Research and Curriculum Development matters.
- 5.2 Ensuring the effective Implementation of all Research and Curriculum Development activities for efficient training delivery.
- 5.3 Liaising with respective line Managers in terms of Research and Curriculum Development needs.
- 5.4 Preparing, Compiling and Administering the proper use, control and safe keeping of all Training Resource Materials.

- 5.5 Identifying training and curriculum development needs of the department.
- 5.6 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 the Senior Coordinator (CD&R).

6.1 WORKING RELATIONSHIP

(a) Internal

- Reporting to Senior Coordinator - Curriculum Development & Research.
- Liaise with DoW Training Advisory Board, Divisional Heads, Branch Heads, RWM's, PWM's and SIO's for professional training matters.

(b) External

Professional Training Bodies, NATTB, Universities and Industries.

6.2 WORK ENVIRONMENT

Operational oriented with all operations centralized in the works office. Coordinating and controlling all Research and Curriculum Development matters.

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 and CBT 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

- Bachelors in Education/ Human Resource Development or other related field

(b) Knowledge

- Sound knowledge in delivery of Technical Training, Curriculum Development & Research.
- Clear understanding of Roles and Responsibilities of the SPDS Branch.
- Thorough understanding of the Departments functions, its Goals and Objectives.

(c) **Skills**

- Good Organizational, Interpersonal and research skills
- Must have high standard of Communication Skills both Spoken and Written
- 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**

- At least three (3) years of experience in the area of Research and Curriculum Development