



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION

AGENCY: Works & Highways	SYS. POSN. NO:	REF, NO: 60CSTTS03
WING: Corporate Services	DESIGNATION/CLASSIFICATION Training Manager – Mobile Plant Grade 15	
DIVISION: Human Resource	LOCAL DESIGNATION: Training Manager – Mobile Plant	
BRANCH: Technical Training Services	REPORTING TO: Assistant Secretary Grade 17 - Technical Training Services	SYS.POS.NO: REF.NO: 60CSTTS01
SECTION: Mobile Plant	LOCATION: Konedobu (NCD) - Newtown Training Centre	

HISTORY OF POSITION

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

2. PURPOSE

Identify, monitor and manage training needs in Newtown Training Centre Konedobu and National Rebuild Centre Lae, to design, plan, and implement training programs, policies, and procedures of Apprenticeship and Competency-Based Training to fulfill the needs of DOW & Highways.

3. DIMENSIONS

- 3.1** Operates within Newtown Training Centre where Mobile Plant Training Programmes are coordinated and implemented. The position is established within an approved administrative structure responsible for a number of positions in NTC and NRC
- 3.2** Provides sound advice on all Mobile Plant training matters, ensure compliance of approved DOW & Highways training policy, DOW & Highways Training Advisory Board and NATTB Guidelines and the Public General Orders in respect of training opportunities.

4. PRINCIPLE ACCOUNTABILITIES

To AS – Technical Training Services for the timely and efficient delivery of all Apprenticeship and Competency-Based training programmes at NTC and NRC that meets the needs of the Department as well as interested organizations and individuals internally and externally.

5. MAJOR DUTIES

- 5.1** Identify and assess the training needs of the organization through job analysis, career paths and consultation with senior management.
- 5.2** Develop and design annual work plan for Newtown Training Centre
- 5.3** Develop individualized and group training programs that address specific business needs.
- 5.4** Develop training manuals that target tangible results.

- 5.5 Implement effective and purposeful training methods.
- 5.6 Effectively manage the training budget.
- 5.7 Evaluate organizational performance to ensure that training is meeting business needs and improving performance.
- 5.8 Assess employees' skills, performance and productivity to identify areas of improvement as per staff appraisal on timely basis.
- 5.9 Drive brand values and attitude through all training and development activities.
- 5.10 Effectively communicate with team members, trainers and senior management.
- 5.11 Create a curriculum to facilitate strategic training based on the organization's goals with coordination from Senior Curriculum Research and Development.
- 5.12 Select and manage resources, including working with both internal employees and training vendors to develop and deliver training.
- 5.13 Manage the technologies and technical personnel required to develop, manage and deliver training.
- 5.14 Keep abreast of training trends, developments and best practices.
- 5.15 Performs other related duties as assigned by A/Secretary – Technical Training Services

6. NATURE AND SCOPE

The position is within the senior management level of Technical Training Services and reports directly to the Assistant Secretary -Technical Training Services.

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to Assistant Secretary – Technical Training Services
- Liaise with Senior Coordinator Curriculum Development and Research for syllabus updating.
- Liaise with Admin. Officer NTC for administrative matters, financial acquittals and updates.
- Liaise with all Provincial Works Managers, Provincial Plant Managers regarding training matters.
- Liaise with Senior Coordinator - Apprenticeship for all Training matters
- All NTC Senior Training Officers

(b) External

- Provincial Governments, LLGs, professional bodies and private sector organizations for facility development, training matters and opportunities.

6. WORK ENVIRONMENT

This is a statutory specialist technical position located within DOW & Highways, NTC. It is responsible for timely delivery of all specialized Technical Training Programmes at NTC and NRC that meets the need of the Department as well as interested organizations and individuals both internal and external.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/Procedures/Decisions/Recommendations

The job operates within DOW and is guided and recommended according to the DOW & Highways training policy and procedures, Technical Training Advisory Committee, NATTB Guidelines, the General Orders and Public Finance & Management Act.

8. CHALLENGES

- Keeping up with the constant transition of technology, practice and standards in the delivery of essential specialized training programs.
- Managing, monitoring and implementing planned essential specialized training programmes effectively and efficiently as per the department and country's need.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Bachelor's Degree in Human Resource and Business Management
- Certificate in Leadership
- Teaching/TVET Diploma, Trainer Certificate IV
- Tradesman Certificate in Mobile Plant
- Membership with PNGHRI and PNGTDS

(b) Knowledge

- Sound knowledge of Management and Leadership principles and practices
- Sound understanding of DOW & Highways and Technical Training Service roles and responsibilities in achieving its vision and mission
- Sound knowledge of modern and traditional Adult Teaching Practices and methods

(c) Skills

- Excellent leadership and motivational skills
- Ability to plan, manage time and multitask effectively
- Advanced database and computer skills
- Strong verbal and written communication skills
- Advanced record-keeping skills
- Excellent decision-making and problem-solving skills
- Good collaboration and teamwork skills

(d) Work Experience

- Minimum of five (5) years in a Supervisory and Management role, and proven teaching experience in designing and executing successful programs in an appropriate setting