



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION



AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60CSTTS04
WING: Corporate Services	DESIGNATION/CLASSIFICATION Senior Training Officer – Roads Grade 13	
DIVISION: Human Resource	LOCAL DESIGNATION: Senior Training Officer – Roads	
BRANCH: Technical Training Services	REPORTING TO: Training Manager – CWTC	SYS.POS.NO: REF.NO: 60CSTTS02
SECTION: Civil Training	LOCATION: Madang - Civil Works Training Centre	

HISTORY OF POSITION

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

2. PURPOSE

To plan, coordinate, analyze, assess and facilitate appropriate specialized training for Road Construction and Maintenance for DOW & Highways staff and interested organizations and individuals.

3. DIMENSIONS

- Operates within Civil Works Training Centre where specialized Road construction and maintenance training are coordinated and implemented. This position is established within an approved TTS Branch structure within CWTC
- Provides sound advice on all Road construction and maintenance training matters, ensure compliance of approved DOW & Highways training policy, Technical Training Advisory Board Guidelines and Public General Orders in respect to training opportunities.

4. PRINCIPLE ACCOUNTABILITIES

To the Training Manager – Civil Training for the timely and efficient delivery of all Roads construction and maintenance training programmes at CWTC that meets the needs of the Department as well as interested organizations and individuals.

5. MAJOR DUTIES

- 5.1 Plan, design, conduct and evaluate Training programs in Roads Construction and Maintenance Trade
- 5.2 Conduct job evaluation surveys to identify and assess training and development needs
- 5.3 Prepare and regularly update Course Materials and Teaching Aids for presentation

- 5.4 Assist Training Manager – CWTC in Curriculum Development for Roads construction and Maintenance Trade
- 5.5 Conduct short Road construction and maintenance courses when required.
- 5.6 Prepare and submit Training/Course reports to Training Manager – MCTC on a timely basis.
- 5.7 Prepare and submit Section's Annual Training Budget Estimates to Training Manager – MCTC
- 5.8 Carry out other duties as directed by Training Manager – MCTC consistent with the above.

6. NATURE AND SCOPE

The position is within the senior management level of Technical Trade Services and reports directly to the Training Manager – Civil Training

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to Training Manager – Civil Works Training Centre
- Liaise with all Provincial Works Managers, Provincial Plant Managers regarding training matters.
- Administration Officer - CWTC

(b) External

- Provincial Governments, LLGs, professional bodies and private sector organizations.

6.2 WORK ENVIRONMENT

This is a statutory specialist technical position located within DOW & Highways, CWTC. It is responsible for the timely delivery of all specialized Road construction and maintenance Training Programmes at CWTC that meets the need of the Department as well as interested organizations and individuals.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/Procedures/Decision/Recommendations

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

8. CHALLENGES

- Keeping up with constant transition of technology, practice and standards in the delivery of Road construction and maintenance training programmes.
- Managing, monitoring and implementing planned Road maintenance and construction training programmes effectively and efficiently as per the departments and country's need.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Civil Engineering and Human Resource, Business Management
- Certificate in Leadership and Management

- Diploma in Technical Teaching
- Trainer Certificate IV

(b) Knowledge

- Sound knowledge of Management/Leadership principles and practices
- Sound understanding of DOW & Highways and Technical Training Services 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 three (3) years in a Supervisory and Management role and proven teaching experience in designing and executing successful programs and five (5) years minimum field experience in an appropriate discipline.