



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION



AGENCY: Works & Highways	SYS. POSN. NO:	REF, NO: 60CSTTS05
WING: Corporate Services	DESIGNATION/CLASSIFICATION Senior Training Officer – Bridges Gr 13	
DIVISION: Human Resources	LOCAL DESIGNATION: Senior Training Officer – Bridges	
BRANCH: Technical Training Services	REPORTING TO: Training Manager – Civil Training	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 specialized Bridge Construction and Maintenance for DOW staff and interested organizations and individuals.

3. DIMENSIONS

- Operates within Civil Works Training Centre where specialized Bridge construction and maintenance are coordinated and implemented. This position is established within an approved TTS Branch structure within CWTC
- Provides sound advice on all Bridge construction and maintenance training matters, ensure compliance of approved DOW & Highways training policy, 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 Bridge 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 – Civil Training on a timely basis.

5.7 Prepare and submit Section's Annual Training Budget Estimates to Training Manager – Civil Training

5.8 Carry out other duties as directed by Training Manager – Civil Training consistent with the above.

6. NATURE AND SCOPE

The position is within the senior management level of Technical Training 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.
- Admin. 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 Bridge 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 training policy and procedures, DoW 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 Bridge construction and maintenance training programmes.
- Managing, monitoring and implementing planned Bridge maintenance and construction training programmes effectively and efficiently as per the department 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 with proven teaching experience in designing and executing successful programs and five (5) years minimum field experience in an appropriate discipline.