



PAPUA NEW GUINEA PUBLIC SERVICE  
JOB DESCRIPTION



<b>AGENCY:</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60CSTTS06
<b>WING:</b> Corporate Services	<b>DESIGNATION/CLASSIFICATION</b> Senior Training Officer – Plant Grade 13	
<b>DIVISION:</b> Human resource	<b>LOCAL DESIGNATION:</b> Senior Training Officer – Plant Operator	
<b>BRANCH:</b> Technical Training Services	<b>REPORTING TO:</b> Training Manager – Civil Training Grade 15	<b>SYS.POS.NO:</b> <b>REF.NO:</b> 60CSTTS02
<b>SECTION:</b> Civil Training	<b>LOCATION:</b> Madang - Civil Works Training Centre	

HISTORY OF POSITION

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

**2. PURPOSE**

To plan, coordinate, analyze, assess and facilitate essential Plant Operator training for DOW & Highways staff and interested organizations and individuals.

**3. DIMENSIONS**

- 3.1 Operates within Civil Works Training Centre where essential Plant Operator training are coordinated and implemented. This position is established within an approved TTS Branch structure within Civil Training
- 3.2 Provides sound advice on all Plant Operator 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 Plant Operator training programmes at CWTC that meets the needs of the Department as well as interested organizations and individuals internal and external.

**5. MAJOR DUTIES**

- 5.1 Plan, design, conduct and evaluate Training programs in Bridge Plant Operator 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 – Civil Training in Curriculum Development for Plant Operators
- 5.5 Conduct short courses for Plant Operators 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 Training
- 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 essential Plant Operator 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/Decisions/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 Plant Operator training programmes.
- Managing, monitoring and implementing planned Plant Operator training programmes effectively and efficiently as per the departments and country’s need.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

- Certificate in Plant Operator
- Diploma in Human Resource and Business Management
- Certificate in Leadership and Management



- Diploma Technical Teaching
- Trainer Certificate IV

**(b) Knowledge**

- Sound knowledge of Management/Leadership principles and practices
- Sound understanding of DOW & Highways and Technical Trade 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 with five (5) years minimum field experience in an appropriate discipline.