



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION

Form DDZ7



AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60CSTTS07	
WING: Corporate Services	DESIGNATION/CLASSIFICATION Senior Training Officer – Heavy Equipment Fitter Grade 13		
DIVISION: Human Resource	LOCAL DESIGNATION: Senior Training Officer - HEF		
BRANCH: Technical Training Services	REPORTING TO: Training Manager – Mobile Plant Grade 15	SYS.POS.NO:	REF.NO: 60CSTTS03
SECTION: Mobile Plant	LOCATION: Lae - National Rebuild 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 Apprenticeship and Competency - Based Training Program for Heavy Equipment Fitter Trade for DOW & H and interested organizations and individuals.

3. DIMENSIONS

- 3.1 Operates within National Rebuild Centre – Lae where HEF Trade are coordinated and implemented. This position is established within an approved Technical Training Services structure in NRC
- 3.2 Provides sound advice on all HEF Apprenticeship and Competency-based training matters, ensure compliance of approved DOW&H training policy, DOW&H Training Advisory Board Guidelines and NATTB Guidelines.

4. PRINCIPLE ACCOUNTABILITIES

To the Training Manager – Mobile Plant for the timely and efficient delivery of all HEF training programmes at NRC that meets the needs of the Department as well as interested organizations and individuals.

5. MAJOR DUTIES

- 5.1 Provide high quality training
- 5.2 Plan, design, conduct and evaluate Training programs on HEF Trade.

- 5.3 Prepare and regularly update Course Materials and Teaching Aids for presentation
- 5.4 Conduct job evaluation surveys to identify and assess training and development needs
- 5.5 Assist Training Manager – Mobile Plant in Curriculum Development of HEF Trade
- 5.6 Conduct Short/Specialized courses when required.
- 5.7 Prepare and submit Section's Annual Training Budget Estimates to Training Manager – MP
- 5.8 Prepare and submit Training/Course reports to Training Manager – MP on a timely basis.
- 5.9 Carry out other duties as directed by Training Manager – MP 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 – Mobile Plant

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to Training Manager – Mobile Plant
- Liaise with all Provincial Works Managers, Provincial Plant Managers regarding training matters.
- Admin Officer - NTC

(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&H, NRC. It is responsible for the timely delivery of all HEF Training Programmes at NRC that meets the need of the Department as well as interested organizations and individuals internal and externally.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/Procedures/Decision/Recommendations

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

8. CHALLENGES

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

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Human Resource, Business Management and Administration
- Certificate in Leadership
- Diploma in Technical Teaching
- Trainer Certificate IV
- HEF Tradesman Certificate

(b) Knowledge

- Sound knowledge of Management/Leadership principles and practices
- Sound understanding of DOW&H 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
- Great interpersonal skills in dealing with a diverse population

(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 taking up supervisory role in an appropriate discipline.