



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION



AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60CSTTS09
WING: Corporate Services	DESIGNATION/CLASSIFICATION Senior Training Officer – Auto Electrical Grade 13	
DIVISION: Human Resource	LOCAL DESIGNATION: Senior Training Officer – A/E	
BRANCH: Technical Training Services	REPORTING TO: Training Manager – Mobile Plant	SYS.POS.NO: REF.NO: 60CSTTS03
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-design

2. PURPOSE

To plan, coordinate, analyze, assess and facilitate Apprenticeship and Competency - based Training Program for Auto Electrical Trade for DOW&H and interested organizations and individuals.

3. DIMENSIONS

3.1 Operates within Newtown Training Centre – Konedobu where A/E Trades are coordinated and implemented. This position is established within an approved administrative structure within TTS structure in NTC

3.2 Provides sound advice on all A/E 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 A/E training programmes at NTC 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 in A/E Trade.

5.3 Prepare and regularly update Course Materials and Teaching Aids for presentation

5.4 Assist Training Manager – Mobile Plant in Curriculum Development of A/E Trade

5.5 Conduct Short/Specialized courses when required.

5.6 Prepare and submit Section's Annual Training Budget Estimates to Training Manager – MP

5.7 Conduct job evaluation surveys to identify and assess training and development needs

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, NTC. It is responsible for the timely delivery of all A/E Training Programmes at NTC 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&H 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 departments and country's need.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Human Resource, Business Management and Administration
- Certificate in Leadership and Management
- Teaching Diploma, Trainer Certificate IV
- A/E Tradesman Certificate

(b) Knowledge

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

(d) Work Experience

- Minimum of five (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.