



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION



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| AGENCY: Works & Highways | SYS. POSN. NO: | REF, NO: 60CSTTS11 |
| WING: Corporate Services | DESIGNATION/CLASSIFICATION Senior Coordinator – Apprenticeship Grade 13 | |
| DIVISION: Human Resource | LOCAL DESIGNATION: Senior Coordinator - Apprenticeship | |
| 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-number |

2. PURPOSE

To develop, coordinate and implement training plans to ensure required competency-based training and assessment for DOW&H apprentices is delivered efficiently and effectively and complies with DOW&H and industry standards

3. DIMENSIONS

- 3.1 Operates within HQ where Apprenticeship training programs are coordinated and implemented. The position is established within an approved administrative structure responsible for coordination.
- 3.2 The position is also responsible for the implementation of all in-house and external Apprenticeship training program
- 3.3 Provides sound advice on apprenticeship training matters, ensure compliance of approved Training policy as well as NATTB standards and requirements.

4. PRINCIPLE ACCOUNTABILITIES

To the Training Manager – Mobile Plant for the effective administration and implementation of all Apprenticeship Training Programs.

5. MAJOR DUTIES

- 5.1 Coordinate and monitor the delivery of DOW&H apprenticeship program and ensure apprentices gain technical competencies required to undertake their work in a skilled, safe and effective manner.
- 5.2 Facilitate Apprentice welfare checks and performance reviews in consultation with PTD
- 5.3 Work within frameworks to provide timeframes for theoretical and practical learning environments within the apprenticeship, ensuring compliance with NATTB audit requirements

- 5.4 Contribute to the planning and review of assessment processes required to ensure compliance with NATTB legislation, training frameworks and endorsed national and industrial standards
- 5.5 Provide necessity assistance and information to promote the employment of Apprentices including liaison with workplace managers and relevant stakeholders to ensure effective management of learning
- 5.6 Manage apprenticeship documentation and comply with DOW&H Disciplinary guidelines, precedents and mechanisms, and play an active role in protecting the information assets and intellectual property of DOW&H
- 5.7 Execute safety responsibilities, authorities and accountabilities consistent with the national safety management system requirements
- 5.8 Carry out other duties as directed by Training Manager – MP consistent with the above.

6. NATURE AND SCOPE

The position is within the middle 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.
- PTD Management
- Admin Officer – NTC
- All STOs – Mobile Plant
- DOW&H Technical Training Advisory Committee

(b) External

- Provincial Governments, LLGs, professional bodies and private sector organizations.
- National Apprenticeship Trade Testing Board
- National Training Council

6.2 WORK ENVIRONMENT

This is a statutory specialist technical position located within Technical Training Services, NTC. It is responsible for the timely delivery of all Apprenticeship Training Programmes of Mobile Plant 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 Technical Training Advisory Committee, NATTB guidelines, the General Orders and Public Finance & Management Act.

8. CHALLENGES

- Maintaining a comprehensive knowledge and legislation, regulations of NATTB and industrial requirements in terms of competencies and standards as they impact on the design and delivery of apprenticeship programs.

- Managing complex programs and delivering apprenticeship programs that are designed and delivered in a consistent and effective manner that meet DOW&H needs, NATTB requirements and are referenced to industrial standards.
- Consistently achieving service delivery objectives given stakeholders expectations, quantity, resource constraints and complexity.
- Ensuring the effective communication of information concerning apprenticeship programs, policy and procedures to promote standards across DOW&H and ensure compliance with NATTB policy and contracts.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Human Resource, Teaching, TVET
- Certificate in Leadership and Management
- Trainer Certificate IV
- Tradesman Certificate

(b) Knowledge

- Advance knowledge of apprenticeship system, legislation and regulations respecting the apprenticeship programs
- Advanced knowledge of the apprenticeship model of training
- Advanced knowledge of accreditation policy/programs
- Advanced knowledge of trades, clients and cultural diversity, and a working knowledge of trends in the industry
- Advanced knowledge of compulsory (mandatory) trade certification.
- 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
- Well-developed counseling, training and interviewing skills.
- Good collaboration and teamwork skills
- Great interpersonal skills in dealing with a diverse population

(d) Work Experience

- Proven minimum track record of 3 years in managing large and complex apprenticeship training programs within educational and operational environments with minimum of five (5) years industrial experience,