



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>RER. NO:</b> 60ECESS05
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION</b> Regional Social Safeguard Officer - Grade 13 Northern & Islands	
<b>DIVISION:</b> Engineering Services & Standards	<b>LOCAL DESIGNATION:</b> Regional Social Safeguard officer – Northern & Island	
<b>BRANCH:</b> Environment and Social Safeguard	<b>REPORTING TO:</b> Principal Social Safeguard Coordn. Grade 15	<b>SYS. POS. NO:</b>  <b>REF. NO.</b> 60ECESS02
<b>SECTION:</b> Environment Safeguard	<b>LOCATION:</b> Headquarter - Boroko	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
111-60-A00	10/12/2021	Re-no, Re-class, Re-design

**2. PURPOSE**

Ensure and responsible for reviewing and monitoring the environment and social aspects and devising ways of removing or minimizing pollution and social issues. Advise on ways of avoiding social and environmental impacts during civil engineering or construction projects are being made by Department of Works.

**3. DIMENSIONS**

The occupant must report to the Principal respectively and assisting the Assistant Secretary - Environment and Social Safeguard by providing environment and social standards reports when dealing with roads and bridge projects construction.

**4. PRINCIPLE ACCOUNTABILITIES**

The position is accountable to executive Assistant Secretary (Environment & Social Safeguards Branch) through the coordinators.

## **5. MAJOR DUTIES**

- 5.1** Work with the Assistant Secretary (Environment & Social Safeguards) through Principal and other staff in improving capacity of the branch.
- 5.2** Providing advisory service to Northern/Island Regional including Provincial Works Manager (PWMs) through Assistant Secretary (Environment & Social Safeguards), Project Directors, First Assistant Secretary (FAS) on DOW safeguards manual and tools in dealing with roads and bridges in the country.
- 5.3** Together with other staff of the branch, provide guidance on DOW Safeguard Requirements on all infrastructure projects throughout Highlands/Northern Regions;
- 5.4** Assist review and update DOW's environment management guidelines for inclusion in the bidding documents.
- 5.5** Assist, develop and supervise all DOW implemented projects in compliance with the environment requirements particularly the Environment Act 2000 and Environment (Prescribe Activities) Regulation and also the DOW Social and Environmental tools.
- 5.6** Ensure infrastructure projects compliances with climate change development
- 5.7** Assist investigate social issues with regard to claims for environmental damages arising from roads and bridges construction projects.
- 5.8** Work with other staff of the branch in building the capacity of DOW for Climate Change, social and environment management including the development of a safeguard management database.
- 5.9** Work with other staff in planning and management of training and education activities conducted by the branch.

## **6. NATURE & SCOPE**

This is new position was created as part of strengthening Environment & Social safeguard branch to compliance GoPNG policies and regulations at regional/provincial level to guide roads and bridges construction activities. The officer is required to know the PNG legalization and policies like Environment Act 2000, National Adaptation Plan and others while DOW Safeguard policies and operational manual is standards for DoW activities.

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

The occupant must work with other staff of the branch and report to the Assistant Secretary (Environment & Social Safeguards Branch) through the Principal.

#### **(b) External**

The external relationship of the position is as advised by the Head of the branch.

## **6.2 WORK ENVIRONMENT**

The position is to be located at the Northern/ Island regional office. The safeguard officer-Highlands/Northern Region will spend most of their time outside doing physical monitoring work. They spend some of their time in the office writing reports.

## **7. CONSTRAINTS FRAMEWORK & BOUNDARIES**

Compliance with policies and standard instruction and well vested with the process involved in the execution of various branch tasks and projects within mandated responsibilities

- **Rules/Procedures**

The job operates based on the major duties already stated above (Sect. 5)

- **Decision**

The decisions that comes with which the job operates is tied to the major duties that are, in turn, based on the statutory standards, regulations, requirements, and DoW safeguard policies

- **Recommendations**

DoW Safeguard policies training and Education Workshop can be conducted annually for DOW clients and contractors to enlighten the problem of developing and submitting poor EMPs for approval.

## **8. CHALLENGES**

This is a new position created as part of strengthening of the Environment & Social Safeguards Branch. It is expected that the applicant learns the Environmental Act 2000, Environment (Prescribe Activities) Regulation 2002, DOW Safeguard Manual and other government legislations. To develop review and develop necessary tools to apply on the roads and bridges construction.

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

### **(a) Qualification**

Must be a Papua New Guinean and have a Bachelor of Science/Arts (Environment and Social Works related subject). The applicant should have some previous relevant experience in the technical or scientific field.

**(b) Knowledge**

The occupant must have strong scientific background and interest in the environment. The individual must demonstrate their willingness to work outdoors and to learn about the social and environmental aspects in the development process in regard to infrastructure.

**(c) Skills**

Must have good communication and negotiation skills and good ICT and written communication skills and must have an ability to deal with hostile complaints, and ability to explain technical matters simply to non-technical audience. Must be computer literate and be a team player.

**(d) Work Experience**

The occupant must have one (1) – two (2) years' work experience in a relevant field or development project implemented by government or NGO.