



**PAPUA NEW GUINEA PUBLIC SERVICE  
JOB DESCRIPTION**



**1. IDENTIFICATION**

<b>AGENCY:</b> <b>DEPT OF WORKS</b>	<b>SYS.POSN.NO:</b>	<b>REF.NO:</b> <b>60ESMST08</b>	
<b>OFFICE:</b> <b>AGENCY</b>	<b>DESIGNATION/CLASSIFICATION:</b> <b>REGIONAL LABORATORY MANAGER - GRADE 14</b> <b>KOKOPO</b>		
<b>DIVISION:</b> <b>ENGINEERING &amp; STANDARDS</b>	<b>LOCAL DESIGNATION:</b> <b>REGIONAL LABORATORY MANAGER - KOKOPO</b>		
<b>BRANCH:</b> <b>MATERIALS, SCIENCE &amp; TECHNOLOGY</b>	<b>REPORTING TO :</b> <b>PRINCIPAL ENGINEER – MATERIAL TEST.STANDARDS GRADE 15</b>	<b>SYS.POS.NO:</b>	<b>REF.NO:</b> <b>60ESMST 04</b>
<b>SECTION:</b> <b>KOKOPO LABORATORY</b>	<b>LOCATION:</b> <b>HEADQUARTER - BORO KO</b>		

**HISTORY OF POSITION**

<b>FILE REF:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<b>111-60-A00</b>	<b>10/12/2021</b>	<b>RE-NO, RE-DESIGN</b>

**2. PURPOSE**

- 2.1 To operate and manage the day to day functions of the Kokopo Regional Laboratory.
- 2.2 To co-ordinate and direct functions of Provincial Laboratories within the NGI Regions.
- 2.3 To ensure Kokopo Regional Laboratory maintains its accreditation and Provincial Laboratories are operational and upgraded to Accreditation
- 2.3 To ensure Laboratory Quality System is fully implemented throughout all Laboratories within the NGI region
- 2.4 Liaise with Principal Engineer (R&D), Provincial Works Managers and Regional Works Manager NGI for activities associated with research and development of new road products on various projects within the NGI Region.
- 2.5 Liaise with Principal Engineer (MTS), Provincial Works Managers and Regional Works Manager NGI for activities associated with the geotechnical investigations, compliance and quality control works for various projects within the NGI Region.

**3. DIMENSIONS**

The position is to:

- To manage the function of the Kokopo Regional Laboratory and it's highly sophisticated laboratory equipments.

- Supervise and manage a total of 7 Laboratory personals, 1 material engineer and 1 geotechnical engineer
- Oversee provincial laboratories within the NGI Region under the direction of Principal Engineer (MTS) and Assistant Secretary (MST)
- Be accountable to all proceeds from laboratory testing fees

#### **4. PRINCIPLE ACCOUNTABILITIES**

To co-ordinate and co-operate with all sectors within public and private sector in regard to the materials testing services

#### **5. MAJOR DUTIES**

- 5.1 Responsible for the overall organizational and day to day functions of the Kokopo Regional Laboratory
- 5.2 Conduct Surveillance visit to provincial laboratories in the NGI region when required
- 5.3 Program, manage and carry out all the laboratory and field testing for the public and private sectors within NGI region.
- 5.4 Make sure the calibrations of all testing equipments are current and conform to the required testing standards and in accordance with the Scope of Accreditation of the Regional Laboratory and the Provincial Laboratories within the NGI region.
- 5.5 Ensure Kokopo Regional Laboratory maintains its accreditation credibility at all times
- 5.6 Check and monitor the testing procedures, test results as an Authorized signatory in accordance with the Scope of Accreditation of the laboratory and produce test report.
- 5.7 Maintain and manage Laboratory testing equipment inventory in accordance with the laboratory Scope of Accreditation and the Quality manual.
- 5.8 Maintain the laboratory environment in accordance with ISO17025
- 5.9 Make sure quality is maintained in the laboratory and field testing.
- 5.10 Organize in-house training for the laboratory and technical staff.
- 5.11 Provide monthly reports to Principle Engineer (MTS) and Assistant Secretary (MST) and also prepare staff weekly status reports and yearly report for the Management Review Meeting
- 5.12 Plan and organize monthly staff meeting in Kokopo Regional Laboratory and coordination meeting with the provincial laboratories
- 5.13 Maintain implementation of Occupational Health and Safety principals with all the Laboratories within the region
- 5.14 Check, Prepare, approve and issue test reports on the laboratory and field testing results
- 5.15 Attend to all training as appropriate to the role and when required and mentoring and provide on – job training for new recruits and graduates

5.16 Other related tasks and duties as directed by Principle Engineer (MTS) and Assistant Secretary (MST)

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a)Internal

Principal Engineer (MTS) and Regional Works Managers and Provincial Managers

#### (b)External

Consultants and Contractors from private sector in aspect of the Materials Testing Services

### 6.2 WORKING ENVIRONMENT

Technical & Administrative

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Rules /Procedures**  
All testings are done according to Australian standards  
The day to day function of the laboratory is carried out according to ISO 17025
- Decision**  
Do make decisions in the running of the Regional and Provincial Laboratories daily operations
- Recommendations**  
Make recommendations on matters related to the operations of the laboratory within the Northern region.

## 8. CHALLENGES

- Identifying key issues and then strategise on ways of improving for effective and efficient delivery of geotechnical and materials testing services and the laboratory operation
- Getting to know clients requirements and make sure testing services are provided satisfactory to clients requirements and always lead by example
- Contribute to the alignment of personal goals with divisional goals, in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff is trained on the operation of all specific laboratory testing procedure, testing equipment or other tools relevant to efficiently undertaking their roles and responsibilities.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Appropriate recognized degree in Civil Engineering and a registered member to Institution of Engineers PNG. Post Graduate qualification in Civil/Geotechnical/Materials Engineering is preferable.

### (b) Knowledge

Some knowledge of Quality Management System of the Laboratory as per ISO 17025; and significant knowledge of geotechnical engineering and geology is essential. A knowledge of and the ability to understand technical specifications is essential

- **Legislative knowledge:** General knowledge about the range of Acts, laws and policies governing the work of the Department of Works.

### (c) Skills

- **Managerial:** Must be able to manage and supervise a team of technical people. A high level of verbal and written communication skills is essential. Must be computer literate
- **Values:** Must be a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, practice high levels of integrity, respect, fairness and professionalism.
- **Leadership:** Lead and mobilise team with personal drive, commitment and resilience. Act as a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capability and commitment and institutional strengthening.
- **Communications:** Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and civil awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident personal and well developed presentation skills.
- **Stakeholder relationships:** Demonstrated ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote geotechnical services and ensure proactive engagement with all stakeholders
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within the team to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.

- 
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint

**(d) Work Experience**

A minimum of seven (7) years practical experience in Geotechnical Engineering and Materials Testing Laboratory with some proven experience in the management.

- A substantial experience in team building and teamwork and have worked well with colleagues and effectively mentor and train junior staff and additionally responding to urgent requests in a timely manner on relevant matters is more preferable