



Form OD2.7

**PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

AGENCY: WORKS & HIGHWAYS	SYS.POSN.NO:	REF.NO: 60ESMST31
WING: NETWORK PLANNING, DESIGN & STANDARDS	DESIGNATION/CLASSIFICATION: TECHNICAL OFFICER 1 GRADE 9	
DIVISION: ENGINEERING SERV.& STANDARDS	LOCAL DESIGNATION: TECHNICAL OFFICER 1 - KOKOPO	
BRANCH: MATERIAL SCIENCE & TECHNOLOGY	REPORTING TO: MATERIALS ENGINEER – KOKOPO GRADE 13	SYS.POS.NO: REF.NO: 60ESMST16
SECTION: KOKOPO LABORATORY	LOCATION: HEADQUARTER - BOROKO	

HISTORY OF POSITION

FILE REF:	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	CREATE

2. PURPOSE

2.1 To assist and perform day to day functions of the Kokopo Regional Laboratory

3. DIMENSIONS

Technical Officer's responsibility is to carry out all duties relation to day to day operation of the Kokopo Hagen Regional Laboratory

4. PRINCIPLE ACCOUNTABILITIES

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

5. MAJOR DUTIES

5.1 Assist the Regional Laboratory Manager for the overall efficient organizational and day to day functions of the Kokopo Laboratory

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

A minimum grade 12 certificate qualification with proven industrial training or satisfactory completion of Civil Engineering Certificate or appropriate equivalent educational qualification is desirable but not necessary.

(b) Knowledge

Some knowledge in geotechnical engineering and construction materials testing is essential

(c) Skills

- Ability to work with minimum supervision and after hours is desirable with good communication skills
- Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times

(d) Work Experience

A minimum of three (3) years or more work experience in the fields of Geotechnical Investigations and Construction Materials testing is necessary, this combining time spent in laboratory and field supervision work.