



Form OD2.7

**PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

AGENCY: WORKS & HIGHWAYS	SYS.POSN.NO:	REF.NO: 60ESMST39	
WING: NETWORK PLANNING, DESIGN & STANDARDS	DESIGNATION/CLASSIFICATION: TECHNICAL ASSISTANT – KOKOPO GRADE 8		
DIVISION: ENGINEERING SERV.& STANDARDS	LOCAL DESIGNATION: TECHNICAL ASSISTNT - KOKOPO		
BRANCH: MATERIAL SCIENCE & TECHNOLOGY	REPORTING TO: REGIONAL LAB MANAGER – KOKOPO GRADE 14	SYS.POS.NO:	REF.NO: 60ESMST08
SECTION: KOKOPO REGIONAL 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 Assistant responsibility is to carry out all duties relation to day to day operation of the Kokopo 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 Carry out field and laboratory test under the supervision of the senior staff
- 5.2 Assist Senior staff in performing the calibration of the laboratory equipment as instructed

- 5.3 Perform all the duties assigned by the Regional Laboratory Manager in relation to the compliance of the Terms of Registration of the Laboratory
- 5.4 Participate in laboratory training programs undertaken by the laboratory management in aspect of the laboratory operations and quality assurance.
- 5.5 Assist in keeping the laboratory environment clean and tidy especially the working benches at the end of the days' work and or as requested by the Laboratory Supervisor
- 5.6 Perform other related duties and task assigned by Senior staff and or Materials through Regional Laboratory Manager

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

Regional Laboratory Manager through Senior Technical officer

(b) External

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

6.2 WORKING ENVIRONMENT

Laboratory & Field

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules /Procedures**

Conduct all testings in accordance to Australian standards and as specified
To ensure day to day function of the laboratory is carried out according to ISO 17025

- **Decision**

-Nil

- **Recommendations**

-Nil

8. CHALLENGES

Working with minimum supervision and doing all test in accordance to Australian Standards

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 materials testing is essential with good knowledge in basic mathematics

(c) Skills

- Ability to work with minimum supervision and be able to communicate well with others 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 one (1) year or more work experience in the fields of Materials testing is necessary.
