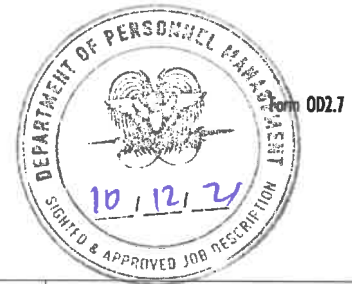




PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Works & Highways	SYS. POSN. NO.:	REF. NO: 60FICTPA04
WING: Corporate Services	DESIGNATION/CLASSIFICATION: Housing Officer - Institutional Houses - Grade 12	
DIVISION: Finance & ICT	LOCAL DESIGNATION: Housing Officer - Institutional Houses	
BRANCH: Property & Assets	REPORTING TO: Team Leader - Property Grade 14	SYS. POS. NO: REF. NO: 60FICTPA02
SECTION:	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 - 60 - A00	10/12/2021	Re-no, Redesign, Re-class

2. PURPOSE

Reporting to the Team Leader - Property, the Housing Officer arrange reserve housing accommodation for overseas contract officers upon their recruitment.

3. DIMENSIONS

Staff :
Budget Allocation :
Resources : 1 Telephone 1 Computers

4. PRINCIPLE ACCOUNTABILITIES

Ensure housing procedures are followed in acquiring suitable accommodation for Non-citizens.

5. MAJOR DUTIES

- 5.1 Administer the activities on reserve housing for new contract officers and national contract officers.
- 5.2 Compile information for preparation of lawsuit on reserve housing penalties.
- 5.3 Carry out property and inventory inspection to contract officers and national contract Officers housing.
- 5.4 Administer reallocation of property to national contract officers Department of Works staff.
- 5.5 Administer re-allocation of properties to national understudies.
- 5.6 Conduct survey on the rental rates for leased accommodations.
- 5.7 Manage, database of register of inventories of institutional properties.
- 5.8 Responsible for settling school fees for Non-Citizens children attending schools in the country and abroad.

6. NATURE AND SCOPE

The position is within the Property & Assets of the Corporate Services Division and reports directly to the divisional head.

6.1 WORKING RELATIONSHIP

(a) Internal

Report to Team Leader (Property)

(b) External

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Headquarters in Port Moresby and its an administration position and focuses on arranging reserve housing accommodation for overseas contract officers upon their recruitment. The position requires a Diploma in Human Resources or Public Administration.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instructions, the Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Implementation and the Government Papua New Guinea.

▪ Decision

Decisions taken shall be in line with the applicable law, standard practices of contract management, departmental policies and the relevant agreements in place.

▪ Recommendations

Any recommendations made should be in line with the applicable act, bidding documents, the Good Procurement Manual and other relevant conditions, guides, manuals, standards and specifications.

8. CHALLENGES

Funding constrains, ensuring State buildings, properties, parks and gardens are looked after and maintained.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Must possess Tradesman Certificate in Carpentry or Diploma in Human Resources or Property Administration/management

(b) Knowledge

Property Management, National Contract terms and conditions general order and Public Services Management Act.

(c) Skills

Human Relations Inter-personal and numeracy.

(d) Work Experience

Should have several years work experience with the Department of Works & Highways and about two to four (2-4) years experience in housing duties.