



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

Form OD2.7

**1. IDENTIFICATION**

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60FOPCI03	
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Design Engineer - Civil Infrastructure</i> Grade 14		
DIVISION: <i>Rural Infrastructure</i>	LOCAL DESIGNATION: <i>Design Engineer - Civil Infrastructure</i>		
BRANCH: <i>Civil Infrastructure</i>	REPORTING TO: <i>Assistant Secretary - Civil Infrastructure Grade 17</i>	SYS. POS. NO:	REF. NO: 60FOPCI01
SECTION:	LOCATION: <i>Headquarter - Boroko</i>		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Reno, Re-class, Re-design

2. PURPOSE

Provide professional and technical services in implementing basic rural infrastructure development activities programmed by the National, Provincial and the Local Level Governments, donor agencies and other stakeholders.

3. DIMENSIONS

Not Applicable.

4. PRINCIPLE ACCOUNTABILITIES

- Accountable to the Assistant Secretary Civil (Rural Infrastructure)
- Principal Design Engineer

5. MAJOR DUTIES

- 5.1** On behalf of Assistant Secretary Civil (Rural Infrastructure) advise and assist National, Provincial and Local Level Governments, NGO's and Rural Communities in all aspects of Engineering designs/construction and contract Documentations
- 5.2** Check and approval final project designs on behalf of the Assistant Secretary and the Department Secretary.
- 5.3** Oversee the movements of his sub-ordinates for project Investigations and Survey

5.4 Maintain constant liaison with senior department officer's and line Government Agencies who are engaged in Local Level Government activities

5.5 Arrange for the in-house and external training of sub-ordinate staff

6. NATURE AND SCOPE

Not Applicable

6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Assistant Secretary Civil (Rural Infrastructure)

(b) External

Local Level Government to Provincial Administrative in their respective Regions and Other stakeholders and line Agencies.

6.2 WORK ENVIRONMENT

The duties will be performed mainly in the office as well as on site.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Not Applicable

8. CHALLENGES

Not Applicable

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate University Degree in Civil Engineering with major studies in appropriate subjects and extensive engineering experience. Must possess a sound administrative and management ability and be a member of the Institute of Engineers (PNG).

(b) Knowledge

Should have sound knowledge in all aspect of designing rural infrastructure such as footbridges, bailey bridges wharves, jetties, feeder roads, log bridges etc.

(c) Skills

Should have a wide experience in rural infrastructure, high order of administrative ability and be able to communicate to the village communities, donor agencies and other stake holders.

Must have a high knowledge of skills in surveying, designing, management abilities and able to communicate confidently with clients on matters relating to Local Government Technical Services Branch scope of works.

(d) Work Experience

Minimum of 5years work experience in Civil Engineering field and must have experience in Design work with management skills

Able to assist or train sub-ordinate officer with design skills and have Extensive knowledge of design using Auto-cad, Civil-cad and other related computer design software