



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60FOPCI06
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Senior Technical Officer - Civil Infrastructure</i> Grade 14	
DIVISION: <i>Rural Infrastructure</i>	LOCAL DESIGNATION: <i>Senior Technical Officer - Civil Infrastructure</i>	
BRANCH: <i>Civil Infrastructure</i>	REPORTING TO: <i>Assistant Secretary - Civil Infrastructure</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

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

Use appropriate technology methods to improve the rural community environment in collaborations with the other sectors under the District Development Authority (DDA) and District Services Delivery Program (DSDP).

5. MAJOR DUTIES

- 5.1 Officer in charge of provincial offices, overseeing the administrative and implementation of the Rural Civil and Architectural Infrastructure Projects under the DDA, DSDP and any other Programs.
- 5.2 Coordinate and manage the activities of the Rural Infrastructure Branch Provincial office and works in close liaison with the senior design engineers and architects.
- 5.3 Liaise with the Provincial, DDA's, the Local Level Government s and the community leaders in the respective provinces.
- 5.4 Analyze all civil and architectural construction proposals as surveyed and designed by subordinate staff.

- 5.5 Undertake survey and design of all common rural civil projects e.g. wharves, footbridges, roads and road drainage.
- 5.6 Train subordinate staff in good working methods of survey, design and construction supervision.
- 5.7 Maintain liaisons with relevant provincial and district offices at all stages of the work.
- 5.8 Assist with in service training course run by the Rural Infrastructure Division.
- 5.9 Supply sufficient information to the project officer to enable construction of work to the desired standard.
- 6.0 Periodically carry out the field inspection to determine the effectiveness of the construction programme and to make spot checks of surveys and construction.
- 6.1 Maintain awareness of all factors and policies which could affect the work of the Rural Infrastructure Division and when necessary recommend alternatives in procedures and policy in order to maintain the effective of the section.

6. NATURE AND SCOPE

Not Applicable

6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Assistant Secretary Civil (Rural Infrastructure)

(b) External

National, Provincial, DDA's and Local Level Government as well as the donors, line agencies and the other stakeholders or clients.

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

An approved Higher Engineering or Architectural Certificate or Diploma from a Technical Institution or such other qualifications acceptable to the Department. Extensive experience in Engineering and Building works is desirable with local or municipal authority.

(a) Knowledge

Must be able to carry out feasibility studies, surveys, construction and supervise Rural Infrastructure.

(b) Skills

High knowledge of supervising engineering and Building Projects in the rural areas, have a good administrative ability and good communication skills, be able to communicate with village communities, donors and other stakeholders.

(c) Work Experience

A minimum of (10) ten years practical experience in relevant construction work, have experience in Rural Infrastructures and be able to implement appropriate technology in the Rural Infrastructures Projects.

Be able to monitor and control projects with minimum supervision.