



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

Form OD2.7

**1. IDENTIFICATION**

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO.:	REF. NO: <i>60FOPCI17</i>
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Senior Works Supervisor - Grade 12</i> <i>Civil Infrastructure</i>	
DIVISION: <i>Rural Infrastructure</i>	LOCAL DESIGNATION: <i>Senior Works Supervisor - Civil Infrastructure</i>	
BRANCH: <i>Civil Infrastructure</i>	REPORTING TO: <i>Assistant Secretary -</i> <i>Civil Infrastructure Grade 17</i>	SYS. POS. NO: REF. NO: <i>60FOPCI01</i>
SECTION:	LOCATION: <i>Headquarter - Boroko</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>111-60-A00</i>	<i>10/12/2021</i>	<i>Create</i>

2. PURPOSE

Provide Professional and Technical services in Implementing Basic rural infrastructure Development activities programmed by National, Provincial, District Development Authority (DDA) and Local Level Government (LLG) as well as the Line Agencies, Donor and Stakeholders

3. DIMENSIONS

Not Applicable.

4. PRINCIPLE ACCOUNTABILITIES

Use appropriate technology methods improve rural community environment in collaborations with other sectors under the District Services Delivery Program.

5. MAJOR DUTIES

- 5.1** Control and Supervise various infrastructure activities of Rural Infrastructure Division (RID) at District and LLG areas following designed plans and programmes for better utilization of resources
- 5.2** Inspect construction site at the District and LLG areas, ensuring proper, acceptable site conditions exist, ensuring quality control is maintained.
- 5.3** Ensure standards are measured and maintained by sub-ordinate supervisory staff and inform the District Executive Officers (CEO) and Council Presidents the same.
- 5.4** Organize and coordinate reporting system for continuous up grade work practices and inform the District administration and the LLGs on the same.
- 5.5** Maintain liaisons with National, Provincial, District Development Authority (DDA)

and Local Level Government, as well as the Donor and Other Line Agencies.

- 5.6 Coordinate mobility of construction team in liaison with the senior staff consistent with design and the work program

6. NATURE AND SCOPE

Not Applicable

6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Assistant Secretary Civil (Rural Infrastructure)

(b) External

National, Provincial, District Development Authority and Local Level Governments as well as the Donor, Line Agencies and 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

Higher Certificate or equivalent in Civil and Building or qualified Artisan Foremen with considerable field experience in Civil and Building works.

(b) Knowledge

Feasibility Study, Survey and Construction Supervision of Rural Infrastructures

(c) Skills

High Knowledge of supervising of Engineering and Building projects in Rural Areas and have good administrative ability and good communication skill, be able to communicate with the village communities

(d) Work Experience

A minimum of 3 years practical experience in relevant construction work experience in Rural Infrastructure and be able to use appropriate Technology in implementing Rural Infrastructure.

Be able to monitor and control projects with minimal supervision