



PAPUA NEW GUINEA PUBLIC SERVICE POM 2.1

JOB DESCRIPTION

AGENCY: DEPARTMENT OF: WORKS & HIGHWAYS	POSITION NO. 60FOPDB02
OFFICE / AGENCY: HEADQUARTERS	DESIGNATION / CLASSIFICATION: PRICIPAL ARCHITECT (DESIGN & BUILDING)- GRADE: 16
WING: FIELD OPERATIONS	LOCAL DESIGNATION: PRINCIPAL DESIGNER – GRADE :15
DIVISION: RURAL INFRASTRUCTURE	REPORTING TO: REF. NO. 60POFIC01 ASSISTANT SECRETARY ARCHITECTURE & BUILDING
SECTION: ARCHITECTURE & BUILDING	DATE OF APPROVAL: 10 / 12 / 21

HISTORY OF POSITION

DPM FILE REF:	DATE OF VARIATION	DETAILS
	10 / 12 / 21	Re-N0,Re-class, Re-design

1. PURPOSE OF JOB

- 1.1. Provide professional and technical services in implementing basic rural infrastructure development activities programmed by Rural Infrastructure Branch
- 1.2 To supervise Architectural Design officers at the design office and to provide professional and Technical advise and services to the National,Provincial & Local Level Governments,Donors and other Stackholders

2. ACCOUNTABILITIES

- 2.1 Use appropriate technology methods improve rural communities environmental in collaboration with other line Departments, Agencies and Donors

3. MAJOR DUTIES

- 3.1 Co-ordinate and Manage the activities of Rural Infrastructure Branch Architect Design Office
- 3.2 Oversee the overall Rural Infrastructure Architectural Design Service activities
- 3.3 Assist and Advise First Assistant Secretary and Assistant Secretary on the project

Designs and implementation of the projects

- 3.4 Assist and advise the Officer in Charge of the Design office and provide the line agencies with technical advice on matters relating to their activities in the field of Architect
- 3.5 Maintain close liaison with the Department senior Architects within the Departments Architect divisions
- 3.6 Supervise the preparations of Architectural contracts and agreements between Local Level Governments, Provincial Governments, District Development Authority, Donors and other stakeholders
- 3.7 Supervise the training of sub-ordinate staff and co-ordinate with the HRD Branch through the Assistant Secretary's office

4. REPORTING AND WORKING RELATIONSHIP

4.1 Internal

First Assistant Secretary and Assistant Secretary for Rural Infrastructure Branch

4.2 External

Provincial & Local Level Governments and other line Agencies and stakeholders

5. POSITION AND PERSON SPECIFICATION

5.1 Qualification

Appropriate University Degree with major studies in appropriate subjects and extensive Architectural Knowledge. Must possess sound administrative and management ability and be member of Institute of Professional Architects (PNG)

5.2 Knowledge

Must have survey, Design and construction knowledge in the field of rural infrastructure

5.3 Skills

Have high knowledge and skills of Surveying, Design, Management ability and able to communicate confidently with clients on matters relating to local Government Branch scope of works

5.4 Work Experience

Minimum of 10 years work experience in Architectural 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's

