



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

Form OD2.7

**1. IDENTIFICATION**

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60FOPDB03
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Senior Architect - Design & Building</i> <i>Grade 15</i>	
DIVISION: <i>Rural Infrastructure Program</i>	LOCAL DESIGNATION: <i>Senior Architect - Design & Building</i>	
BRANCH: <i>Design & Building</i>	REPORTING TO: <i>Principal Architect</i>	SYS. POS. NO: REF. NO: 60FOPDB02
SECTION:	LOCATION: <i>Headquarter - Boroko</i>	

HISTORY OF POSITION

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

2. PURPOSE

Provide professional and technical services in implementing basic rural infrastructure Development activities programmed by Rural Infrastructure Branch

To supervise Architectural Design officers at the design office and to provide Professional and Technical advise and services to National, Provincial, Local Level Governments and District Development Authority, Donor Agencies and other stake holders.

3. DIMENSIONS

Not Applicable.

4. PRINCIPLE ACCOUNTABILITIES

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

5. MAJOR DUTIES

5.1 Co-ordinate and Manage Architectural activities of Rural Infrastructure Branch Design Office .

5.2 Oversee the overall Rural Infrastructure Branch Architectural Design Service activities

5.3 Assist and Advise Assistant Secretary on the project Designs and implementation of the projects.

5.4 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 Architectural.

- 5.5 Maintain close liaison with the Department senior Architects within the Departments Architect divisions
- 5.6 Supervise the preparations of Architect contracts and agreements between Local Level Governments, Provincial Governments, District Development Authority, Donors and other stakeholders
- 5.7 Supervise the training of sub-ordinate staff and co-ordinate with the HRD Branch through the Assistant Secretary's office

6. NATURE AND SCOPE

Not Applicable

6.1 WORKING RELATIONSHIP

(a) Internal

First Assistant Secretary and Assistant Secretary for Rural Infrastructure Branch

(b) External

National, Provincial & Local Level Governments, District Development Authority, other line Agencies and stakeholders

6.2 WORK ENVIRONMENT

Not Applicable

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Not Applicable

8. CHALLENGES

Not Applicable

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

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

(b) Knowledge

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

(c) 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

(d) Work Experience

Minimum of 10years 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