



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



## 1. IDENTIFICATION

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60FOPRON03	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Principal Engineer - Brlldges - Grade 17</i>		
<b>DIVISION:</b> <i>Regional Works Office - Northern</i>	<b>LOCAL DESIGNATION:</b> <i>Principal Engineer</i>		
<b>BRANCH:</b>	<b>REPORTING TO:</b> <i>Regional Works Manager - Northern</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> 60FOPRON01
<b>SECTION:</b>	<b>LOCATION:</b> <i>Morobe</i>		

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no, Re-class, Re-design

## 2. PURPOSE

- Assist the Regional Works Manager, monitor and report on the 5-year Highways Maintenance and Development Investment Program applicable to the highways within the region; and
- Support the provinces within the region to deliver subnational roads and other rural-based infrastructure programs.

## 3. DIMENSIONS

- Supporting the Regional Works Manager achieve set targets set on the 5-year Road Investment Program with respect to Bridge Works; and
- Mentoring Provincial Civil Engineers, Project Engineers within the region.

## 4. PRINCIPLE ACCOUNTABILITIES

- Implementation of the 5-year Highways Investment Program to assist the National Government provide the enabling environment in terms of providing a reliable road network to foster economic growth of the country;
- Support the Provincial and Local Level Governments deliver Subnational Roads with specific emphasis on bridges and other rural based infrastructure including assisting in capacity building at the districts.

## 5. MAJOR DUTIES

- 5.1 Identify Bridge projects applicable to the region on the 5-year Road Investment Plan;
- 5.2 Assist the Regional Works Manager review reports from the Provincial Works Managers on Contract reporting including planned works;
- 5.3 Coordinate with the Provincial Works Managers and Project Managers conduct Contractor Performance Appraisals and forward reports on these to the Office of the Manager National Road Contractor Capacity and Performance;

- 5.4 Coordinate Bridge condition data collection in close consultants with the BAMS at the headquarters and the provinces on both the national as well as subnational road networks.
- 5.5 Represent the Office of the Regional Works Manager at various stakeholder meetings on behalf of the Regional Works Manager;
- 5.6 Coordinate with the provinces execute major bridge works under day labor using the Plant and Transport Division resources;
- 5.7 Assist the Regional Works Manager review quarterly and annual reports from the provinces in the region before sending to the headquarters;
- 5.8 Mentoring Provincial Civil Engineers and Project Engineers; and
- 5.9 Carry out other duties as required consisted with the above.

## 6. NATURE AND SCOPE

The position is a direct support to the Regional Works Manager achieve the major targets set on the 5-year Road Investment Plan for highways in the region.

### 6.1 WORKING RELATIONSHIP

(a) Internal

Regional Works Manager, the Provincial Civil Engineers and Project Engineers

(b) External

Provincial Governments.

### 6.2 WORK ENVIRONMENT

The position is located at Department of Works, Regional Office, Port Moresby and it's a technical position which focuses on managing the Civil Engineering, Construction and Maintenance works including ensuring existing department's construction standards are complied with.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Rules/procedures

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instructions, the Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works and other state agencies.

- Decision

Decisions taken shall be in line with the appropriate delegation of authority and applicable laws, standard practices of contract management, departmental policies and the relevant agreements in place. Typical decisions include performance management, training and leave matters.

- Recommendations

Any recommendations made should be in line with the applicable act, bidding documents, the Good procurement Manual and other relevant conditions, guides, manuals, standards and specifications. Recommendations made by this position include the hiring and termination of personnel.

## 8. CHALLENGES

Major challenges include:

- a. Timely available funding to procure and execute planned Bridge projects. When funds come in late, procurement commences late and before or whilst projects are progressing, the year ends and funds are withdrawn and when not funded in the following year, this situation create arrears (which must be sourced elsewhere to settle) with incomplete works, and expectations and objectives not met.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

University Degree in Civil Engineering or equivalent and be a Registered Engineer as conferred by the Institution of Engineers (PNG) through its Competency Based Assessment System. Majoring in Bridge Structures during the undergraduate studies would be an advantage.

### (b) Knowledge

Sound knowledge of the Public Finance Management Act, Public Service Management Act, General Orders. Knowledge with the department's standard processes of conducting business and be knowledgeable with the department's technical specifications for building and civil works.

Appreciation of bridge design, standards and construction techniques.

### (c) Skills

Ability to demonstrate the following at a high level.

High level of leadership and management skills, including negotiation, decision-making, communication (verbal and non-verbal), performance management and counseling, collaboration, budgeting and finance management, critical thinking and analytical skills;

Bridge construction and maintenance; and

Sound communication and technical skills are essential. Must have gained sound leadership and management skills and sound moral values;

- Good communication skills both in written and oral form.
- Leadership and Management qualities.
- Inter-personal skills
- Research

### (d) Work Experience

Ten (10) years of experience in the field of engineering including maintenance and construction of bridges and associated structures with 5 years as a manager of an organization similar to the Department of Works Provincial Office.

## 10. Required Competencies

- **Compulsory:** Bachelor's Degree in Civil Engineering from a recognized university.
- **Compulsory:** Registered Engineer as conferred by the Institution of Engineers PNG through its Competency Based Assessment System.
- Demonstrated middle management level experience in maintenance, rehabilitation and construction of bridges & associated structures to specified technical standards, including developing and implementation of programs, workplans and projects.

- **Demonstrated middle level management in providing advice to government agencies and private sector organizations on maintenance, rehabilitation and construction of bridges and associated structures, including verification and certification of scope of works and costings.**
- **Sound understanding of the principles and practices surrounding the maintenance, rehabilitation and construction of bridges and associated structures.**
- **Highly developed interpersonal skills and demonstrated ability to communicate and negotiate effectively with a diverse range of audience and prepare high quality reports.**
- **Competence with a range of computer applications including Word, Excel, PowerPoint and any applicable specialist software programs.**
- **High standard of integrity, professionalism and accountability and the ability to uphold the credibility of the department.**