



Papua New Guinea Public Service

Position Description

1. IDENTIFICATION

AGENCY: <i>Department of Works & Highways</i>		SYSTEM POSITION NO:	REF NO: 60GCTA02
OFFICE/WING: Governance & Compliance	Designation/Classification: <i>Principal Engineer (Procurement Audits) Grade 17</i>		
DIVISION: <i>Technical Audits</i>	Local designation: <i>Principal Engineer (Procurement Audits)</i>		
BRANCH: <i>Procurement Audits</i>	REPORTING TO: <i>FAS (Technical Audits)</i>	SYS. POS. NO: <i>DOW0000000</i>	REF: <i>60GCTA01</i>
SECTION:	LOCATION: <i>Headquarters, Boroko</i>		

History of position

File ref:	Date of variation	Details
TBC	New Position	New position

2. PURPOSE

This position is responsible for initiating, facilitating and coordinating all required technical procurement audit activities and provide assistance in the management of technical procurement audit services and processes that support the core business of an organization and ensure that the department has an effective, efficient and transparent project procurement process.

3. DIMENSION

The Principal Engineer - Procurement Audits reports to the First Assistant Secretary – Technical Audits and is required to work as a team with the Procurement Audits team and the team from the Principal Engineer – Project Audits and the Chief Internal Auditor and his team to execute procurement audits in the department.

4. PRINCIPAL ACCOUNTABILITIES

- To ensure that appropriate policies, standards and processes are put in place to safeguard the procurement processes in the workplace as it relates to projects.*

- *Realization of an effective and efficient management of the Division's Activities and Resources, Effective and appropriate strategies, work programs and budgets for the branch developed.*

5. MAJOR DUTIES

- *Develop and maintain the organizations project procurement systems by:*
 - (a) *Monitoring and assessing procurement standards in accordance with legislative and standards changes, and*
 - (b) *Assist Managers implement new initiatives where required outcomes are not being achieved.*
- *Develop training programs on proper procurement standards and processes in liaison with the Director Training to ensure such activities are incorporated into the Training Plan.*
- *Coordinate and organize for good procurement/awareness programs especially project related for the department.*
- *Establish and maintain adequate and appropriate monitoring and auditing procurement management systems*
- *Act in liaison with government and non-government agencies in developing and implementing project procurement policies and regulations.*
- *Conduct workplace and project site audits and assessment and put in place corrective measures where risks are identified and ensure compliance.*
- *Respond to and investigate complaints and concerns from employees relating to project procurement and take appropriate action.*
- *Assist in the establishment of project procurement committees.*
- *Develop reports, documents and forms that are essential and required.*
- *Performs other related duties as assigned.*

6. NATURE AND SCOPE

This position is within the Technical Audits Division of the organization and reports directly to the First Assistant Secretary – Technical Audits.

6.1 Working relationships

Who	Why
Internal	
First Assistant Secretary – Technical Audits	<i>To ensure procedures and guidelines are available to help the organization report on procurement risk management as part of good governance.</i>
Senior Engineer – Major Projects	<i>To ensure compliance is maintained in all areas of work carried out in/by DoW according to procurement legislations and DoW policies and processes.</i>
Senior Engineer – Proforma Contracts	<i>To ensure compliance is maintained in all areas of work carried out in/by DoW according to procurement legislations and DoW policies and processes.</i>
DoW OH&S Committee	<i>To promote awareness of health & safety issues and develop a collaborative relationship between management and employees to identify and resolve health and safety problems.</i>

Who	Why
	<i>Ensure the Internal Responsibility System functions effectively and ensure our department meets occupational health and safety legislation requirements</i>
External	
Other Government Agencies - National Procurement Commission	<i>To establish a good working relationship with managers of National Procurement Commission in implementing good procurement practices and establishing network.</i>
Auditor General's Office	<i>To establish close working relationship with the AGO office and to ensure AGO recommendations are implemented in the Department.</i>

6.2 Working environment.

The position is located at Department of Works & Highways, Headquarters. It plays a specialist and administrative role within the agencies to ensure the good procurement practices is adequately promoted in a holistic manner in achieving government aims and objectives.

6.3 Reporting arrangements

(a) Reporting Line

First Assistant – Technical Audits

(b) Direct Reports

Senior Engineer – Major Projects

Senior Engineer – Proforma Contracts

6.4 Budget & Expenditure

Budget: In accordance with approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

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 and Management Act and Financial instructions, the Occupational Health & Safety Legislations, the Department Policies and the relevant agreements between the Department of Works & Highways and Government of Papua New Guinea

▪ Decision

Decisions taken shall be in line with the directives of the Executive Director (Governance and Compliance), through the First Assistant Secretary – Technical Audits within the applicable law, standard practices of Governance and Compliance, departmental policies and the relevant agreements in place.

▪ Recommendations

Any recommendations made should be in line with the appropriate office guidelines/procedures and standing orders and manuals.

8. CHALLENGES

- *The incumbent must be effective and efficient in management and implementation of programs on Technical Audits as regards to procurement which has been fully digested in the Department.*
- *Meeting and liaising with various people in established institutions and communities to promote good procurement in the workplace.*

9. REQUIRED COMPETENCIES

(a) Qualifications

The incumbent must have Tertiary qualification in Engineering and Project Management from a recognized university or institution.

(b) Knowledge

The incumbent must have comprehensive knowledge of the National Procurement Act, Financial Management Act, Engineering and Construction standards, Regulations and Codes of Practice.

(c) Abilities and Skills

- Working knowledge of the National Procurement Act and related legislation.
- Knowledge of enforcement procedures.
- Ability to maintain effective work relationships.
- Good organizational skills.
- Good oral and written communication skills.
- Knowledge of the interface between technical and administrative management in the workplace.
- Knowledge of internal DoWH business processes.
- Demonstrate proficiency in the use of email and internet, in the application of software such as MS Word and Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.
- Ability to work under minimum supervision

(d) Experience

A substantial amount of relevant work experience in construction engineering role in both private and public sector settings.

Social awareness: *Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.*

Core competencies (essential requirements) to be effective in the role:

Capability	Level
Strategic Management & Leadership Practice	Medium
Effective Communication	High
Knowledge of the Public Finance Management Act and related financial instructions and the financial management manual	Medium
Knowledge of the Public Service Management Act, the General Orders and subsequent special general orders	Medium
Knowledge of the Departments mandate in relation to its specific road infrastructure development mandate	Medium