



Papua New Guinea Public Service

Position Description



1. IDENTIFICATION

AGENCY: <i>Department of Works & Highways</i>		SYSTEM POSITION NO:	REF NO: 60GCTA05
OFFICE: <i>Works & Highways</i>	Designation/Classification: <i>Senior Engineer (Proforma Contracts) Grade 15</i>		
DIVISION: <i>Technical Audits</i>	Local designation: <i>Senior Engineer (Proforma Contracts)</i>		
BRANCH: <i>Procurement Audits</i>	REPORTING TO: <i>Principal Engineer - Procurement Audits</i>	SYS. POS. NO: <i>DOW0000000</i>	REF: <i>60GCTA02</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 facilitating and conducting all required technical procurement audit activities focusing on Proforma Contracts for proforma projects and provide assistance in the management of technical proforma contract projects and processes that support the core business of an organization and ensure that the department has an effective, efficient, transparent and relevant project procurement process.

3. DIMENSION

The Senior Engineer – Proforma Contracts reports to the Principal Engineer – Procurement 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 the work of major project procurement audits in the department.

4. PRINCIPAL ACCOUNTABILITIES

- *To ensure that regular proforma contract project - procurement audits are conducted in accordance with work plans appropriate policies, standards and processes are put in place to safeguard the procurement processes in the workplace as it relates to proforma contracts.*
- *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 proforma contracts 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 proforma contracts procurement audit programs on current proforma contracts that have been concluded.*
- *Perform procurement audits by examining the proforma procurement processes to ensure there is compliance to National Procurement requirements and the Public Finance Management Act.*
- *Maintain adequate and appropriate monitoring and auditing procurement management systems*
- *Conduct workplace and project site audits and assessment in regards to procurement matters and put in place corrective measures where risks are identified and ensure compliance.*
- *Respond to and investigate complaints and concerns from employees relating to 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 through the Principal Engineer – Procurement Audits.

6.1 Working relationships

Who	Why
<i>Internal</i>	
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>
Principal Engineer – Procurement Audits	<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 and to ensure relevant reports are provided on audits performed.</i>

Who	Why
Principal Engineer – Project Audits	To ensure procurement compliance is maintained in matters of procurement and reports
DoW OH&S Committee	To promote awareness of health & safety issues and develop a collaborative relationship between management and employees to identify and resolve health and safety problems. Ensure the Internal Responsibility System functions effectively and ensure our department meets occupational health and safety legislation requirements
External	
Other Government Agencies - National Procurement Commission	To establish a good working relationship with managers of National Procurement Commission in implementing good procurement practices and establishing network.
Auditor General's Office	To establish close working relationship with the AGO office and to ensure AGO recommendations are implemented in the Department.

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

Principal Engineer – Procurement Audits

(b) Direct Reports

No direct reports

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 through the Principal Engineer – Procurement 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