



PAPUA NEW GUINEA PUBLIC SERVICE



## JOB DESCRIPTION – PROGRAM MANAGER

### 1. IDENTIFICATION

|   |   |                              |                              |
|---|---|------------------------------|------------------------------|
| <b>AGENCY:</b><br><i>Works &amp; Highways</i>                 | <b>SYS. POSN. NO:</b>   | <b>REF. NO:</b><br>60HMDSP04 |                              |
| <b>WING</b><br><i>Highways Management</i>                     | <b>DESIGNATION/CLASSIFICATION:</b><br><i>Program Manager – Grade 17</i>       |                              |                              |
| <b>DIVISION:</b>  | <b>LOCAL DESIGNATION:</b><br><i>Program Manager – WB/JICA/EU/EIB Programs</i> |                              |                              |
| <b>BRANCH:</b><br><i>Donor Special Program</i>                | <b>REPORTING TO:</b><br><i>First Assistant Secretary –DSP</i>                 | <b>SYS. POS. NO:</b>         | <b>REF. NO:</b><br>60HMDSP01 |
| <b>SECTION:</b><br><i>WB/JICA/EU/EIB Project Coordination</i> | <b>LOCATION:</b><br><i>Headquarters - Boroko</i>                              |                              |                              |

### HISTORY OF POSITION

| FILE REF.  | DATE OF VARIATION | DETAILS                                     |
|------------|-------------------|---|
| 111-60-A00 | 10/12/2021        | <i>Recommendation:<br/>Re-no, Re-design</i> |

### 2. PURPOSE

*Overall coordination, Management and Reporting of all World Bank, JICA, European Investment Bank (EIB) and European Union (EU) funded projects as per the agreements signed by the WBJEE and Papua New Guinea Government.*

*Manage the program funded by WBJEE and Procuring and coordinating all programmed Road and Bridge Projects within the Project Procurement and Coordination Division in the Department of Works & Highways. Liaise and consult the bank appointed PMC/PMU/PMO for successful delivery of projects*

### 3. DIMENSIONS

Coordinate and Manage Projects under the Program through the Department's Operations Division and its selected Provincial Works Offices each having its allocated share of staffing, office and supervisory equipment to bring about the following;

- 3.1** *Resulting in the provision of Safe and Trafficable Roads designated within the development partner especially affecting the participating provinces within these support programs.*
- 3.2** *Results in delivering sustainable road transport infrastructure programs.*
- 3.3** *Requires experienced engineers and technicians as support staff with less supervision and appropriate equipment, facilities as well as design software's to implement the National Governments Road Transport Network Programs.*

### 4. PRINCIPLE ACCOUNTABILITIES

- 4.1** *This position is responsible to the First Assistant Secretary (Projects Procurement & Coordination) in all aspects of project implementation and general administration.*
- 4.2** *Ensures results in the provinces that are participating in this support programs that adds to the overall improvement of the National Road Network.*

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules/procedures**

*7.1.1 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 and the relevant agreements between the JICA/EU and the government of Papua New Guinea.*

### **7.2 Decision**

*7.2.1 Decisions taken shall be in line with the applicable law, standard practices of contract management, departmental policies and the relevant agreements in place.*

### **7.3 Recommendations**

*7.3.1 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.*

## **8. CHALLENGES**

*8.1 Managing External Agencies who have activities associated with the Project Office programs. The timely processing of key activities outside the Project Office is outside the Program Manager's control and the Program Manager can only rely on his communication and coordination skills. It is a challenge to ensure that organizations outside of the Department of Works Command Structure complete their activities within a specified duration of time.*

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **9.1 Qualifications**

*9.1.1 Appropriate University Bachelor Degree in Civil Engineering from a recognized university.*

*9.1.2 Registered member of Institute of Engineers Papua New Guinea (IEPNG)*

### **9.2 Knowledge**

*9.2.1 Significant experience in design and documentation of variety of road projects or bridge projects ranging from rural to urban applications.*

*9.2.2 Sound construction knowledge and experience in compliance to the Department of Works & Implementation Specifications and standards.*

*9.2.3 Sound management and administrative knowledge in financial, personnel, resources and project planning are essential at this management level.*

*9.2.4 Clear understanding of the Private Sector and Business environment in PNG relating to the Road Transport Sector.*

*9.2.5 Conversant with the PNG Road Network and associated issues.*

*9.2.6 Familiar with the DOW Road Specifications*

*9.2.7 Knowledgeable on procurement procedures and new initiatives such as Public Private Partnerships and Road Construction, Rehabilitation and Short and Long-Term Maintenance Contracts with respect to Road Network Management.*

*9.2.8 Intellectual ability to coordinate and implement the range of activities within the DOW Business Plan.*

*9.2.9 Extensive understanding on Government and Transport Sector Policies, Strategies and Plans.*