



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION - UNIT MANAGER**1. IDENTIFICATION**

AGENCY: Works & Highways	SYS. POSN. NO:	REF. NO: 60HMPOM03	
WING Highways Management	DESIGNATION/CLASSIFICATION: Unit Manager - Grade 17		
DIVISION:	LOCAL DESIGNATION: Unit Manager - HIP/SP		
BRANCH: Projects Operations Management	REPORTING TO: First Assistant Secretary - POM	SYS. POS. NO:	REF. NO: 60HMPOM01
SECTION: High Impact & Special Projects	LOCATION: Headquarters - Boroko		

HISTORY OF POSITION

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

2. PURPOSE

Assist the First Assistant Secretary (Projects Operations Management) and the Senior Civil Engineer, plans, supervise and coordinates difficult professional engineering work in support of a wide ranges of complex Works projects. Directs and supervise the work of professional and technical engineering staff and overall DOW funded projects.

3. DIMENSIONS

- 3.1. This position is directly accountable to First Assistant Secretary (Projects Operations Management) on Engineering and Technical Issues of Department of Works and Implementation relating to Feasibility Studies, Scoping, Design, Documentation and Implementation of the National Government's Infrastructure Development Programs on Road Transport (Roads & Bridges) Network in the Region.
- 3.2. Provide advice through First Assistant Secretary to Executive Director (Highways Management) to Departmental Head, other Government Organizations, Authorities, Donor Agencies and Private Organizations on the Implementation of the National Governments Infrastructure Development Programs on Road Transport in the Region.
- 3.3. Manage and supervise professional and technical engineering staff of the Branch on new hardware, technology equipment and design software facilities for implementation of the National Governments Road Transport Network Programs.

4. PRINCIPLE ACCOUNTABILITIES

This position is accountable to the First Assistant Secretary (Projects Operations Management) in all aspects of the Civil Engineering, Construction and Maintenance Functions of the Project Implementation Audits, Monitoring and Reporting in the Provinces.

- 4.1 Ensure that Design and Documentation of Roads and Bridges Projects involved by the branch comply with the approved Department of Works & Implementation (DoW&H) Design Standards before construction.

- 4.2 *Checks on Engineering Consultants engaged by the Department (DoW&H) on Designs and Document Roads and Bridges Projects on behalf of the Department are to comply with the approved DoW Design Standards.*
- 4.3 *Ensure Budget allocations on the Recurrent Budget are sufficient to purchase office equipment and materials required for the smooth operations of the Branch.*

5. MAJOR DUTIES

- 5.1 *Manage and direct all functions of Audit, Monitoring and Reporting Branch.*
- 5.2 *Monitor the contractor and staff performances, taking appropriate corrective measures to ensure efficient and effective performances.*
- 5.3 *Ensure implementation of all Government, Department and Divisional Policies within the branch.*
- 5.4 *Advice and inform the First Assistant Secretary (Audit, Monitoring & Reporting Division) on all operational activities involved by the branch.*
- 5.5 *Participate in the management of the Division by providing information and advice to First Assistant Secretary (AMR Division) and Executive Director (Highways management) when required.*
- 5.6 *Coordinate preparation of Monthly and Quarterly Reports, in consultation with other two divisions in the Highways Management Directorate*
- 5.7 *Represent the Division at meetings and forums when required.*
- 5.8 *Other relevant duties and tasks as directed by the First Assistant Secretary (Design Services Division).*

6. NATURE AND SCOPE

The position is within the senior management level of the organization and reports directly to the divisional head (FAS – AMR) as depicted on the structural framework.

6.1 WORKING RELATIONSHIP

6.1.1 Internal

Reporting to First Assistant Secretary (AMR) and Executive Director (HM) as well as liaising with other Branches and Divisions within Department of Works & Highways (DoW&H).

6.1.2 External

Liaise with relevant Government Departments, Authorities, Agencies, Consultants, Members of Parliament and General Public relating to matters concerning Department of Works & Highways Project Management, as well as documentation and construction of various roads and bridge infrastructures in PNG land transport networks.

Various Management Consultants and Construction Contractors, Provincial Administrations and Various other organizations like the National Roads Authority, Infrastructure Development Authority, Mineral Resource Authority etc.; and Various Management Contractors

6.2 WORK ENVIRONMENT

This position is located at the Department of Works Head Quarters and is required to cover the key activities or projects generally covering the technical auditing, monitoring and reporting of the Construction of Roads in the provinces.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules/procedures

7.1.1 *The National Government through Department of Transport's National Transport Strategy Policy Guidelines for Road Transport Networks for upgrading and rehabilitation works has identified the sixteen (16) priority road network sections including the missing links in the Medium-Term Development Programs (MTDP).*

7.1.2 *Department of Works & implementation (DoW&H) shall be confined and limited to meet these policy guidelines as stated in the MTDP as a result when implementing these development projects.*

7.2 Decision

7.2.1 *The Government through Department of Transport has the mandated role and obligation to decide and include other relevant sections of road network throughout the country into the MTDP for implementing that will open accessibility to the rural population for economic and social developments.*

7.2.2 *Decisions taken shall be in line with the directives of the First Assistant Secretary (AMR), the applicable law, the applicable roads & bridges specifications, standard practices of contract management and procurement, departmental policies and the relevant agreements in place.*

7.3 Recommendations

7.3.1 *It is recommended that other policy guide lines be developed to include other missing sections of road network and funding to be made available through the Department National Planning and Monitoring.*

7.3.2 *Any recommendations made should be in line with the Roads & Bridges guidelines/ or procedures, the applicable act, bidding documents, the Good Procurement Manual and other relevant conditions, guides, manuals, standards and specifications, and policies.*

8. CHALLENGES

8.1. *The current challenges with respect to this position are non-recruitment of experience engineers and technicians to support and perform the specific tasks and duties involved in order to produce the required outcomes and meet deadlines on the various road and bridge projects involved.*

8.2. *Timely submission of Audit, Monitoring and Contractor/Consultants Performance Reports Monthly and quarterly.*

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1. Qualifications

9.1.1. *Appropriate University Bachelor Degree in Civil Engineering or Master's Degree from a recognized university.*

9.1.2. *Registered member of Institute of Engineers Papua New Guinea (IEPNG) under the current Competency Based Assessment*

9.2. Knowledge

9.2.1. *Extensive knowledge in Project Management and must have an understanding of Contract and Contract Administration and adequate knowledge of Roads & Bridges Asset Management Systems including sound knowledge in analyzing Roads & Bridges condition information. Must also possess an understanding of the procedures for the, Procurement of Works and Services in Papua New Guinea.*

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

9.3. Skills

9.3.1. Must have reasonable skills in operating computer software and must have good ability to plan and carry out road & bridges bid evaluations and develop accurate reports from these. Must have the ability to procure Major Works Projects and ensure that Minor Works Projects are executed. Be able to Supervise and Train staff. Leadership Qualities is a must.

9.3.2. Sound management and administrative skills in financial, personnel, resources and project planning are essential at this management level.

9.4. Work Experience

9.4.1. Minimum 15 years extensive and practical experience in the Implementation of Road and Bridge Maintenance and Construction Projects. Must have General Contract Administration experience and experience in the Procurement procedures and processes. Having vast experience in Project Management is a bonus to this position.