



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION – FIRST ASSISTANT SECRETARY****1. IDENTIFICATION**

AGENCY: <i>Works and Highways</i>	SYS. POSN. NO:	REF. NO: 60HMSM01	
WING <i>Highways Management</i>	DESIGNATION/CLASSIFICATION: <i>First Assistant Secretary – Grade 18</i>		
DIVISION:	LOCAL DESIGNATION: <i>First Assistant Secretary (HSMD)</i>		
BRANCH:	REPORTING TO: <i>Executive Director – Highways Management</i>	SYS. POS. NO:	REF. NO: 60HM01
SECTION: <i>Administration</i>	LOCATION: <i>Headquarters - Boroko</i>		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no, Reclassify and Redesign

2. PURPOSE

Responsible for managing the national highway corridor network. Through the application of legislation, policies, and guidelines, the division in the Department supports economic growth while ensuring the safe and efficient movement of people and goods across the provinces, which is instrumental in connecting communities and improving quality of life for all citizens of Papua New Guinea. The position is responsible for the three primary functions include:

- 2.1. *Data and Asset Condition Management*
- 2.2. *Tactical Planning and Programming*
- 2.3. *GIS and Thematic Mapping Management*

3. DIMENSIONS

- 3.1 *Accountable to Executive Director (Highways Management) on Engineering and Technical Issues of Department of Works and Highways relating to Highway Management and Development Studies, Scoping, Design, and Documentation of The National Government's Infrastructure Development Programs on Road Transport (Roads & Bridges) Network in Papua New Guinea.*
- 3.2 *Highway Corridors Management and Roads Development Plan Review (Road land use planning matters, development applications to towns and districts, road network re-alignment)*

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 *Ensure that Design and Documentation of Roads and Bridges Projects involved by the branches comply with the approved Department of Works & Highways (DoW&H) Design Standards and Specifications before construction.*
- 4.2 *High level Data checks on Engineering Consultants engaged by the Department (DoW&H) to Design and Document Roads and Bridges Projects on behalf of the Department are to comply with the approved DoW Design Standards.*

- 4.3 *Ensure the three branches' specific functions are being implemented in accordance with standard specifications and utilizing the latest technologies to provide satisfactory outputs.*
- 4.4 *Continuous training of Planning and Programming Engineers and Technicians on updated planning, programming and Mapping Software's and technologies used for better procurement and implementation of projects.*
- 4.5 *Ensure Budget allocations on the Recurrent Budget are sufficient to purchase office equipment and materials required for the smooth operations of the Branches.*

5. MAJOR DUTIES

- 5.1 *Manage the division and direct all functions of three Branches; Highways Systems Management & Development, Project Procurement & Coordination, and Projects Operations Management.*
 - 5.1.1 *Implement all relevant programs of Roads and Bridges feasibility, design and documentation functions as programmed in the yearly Annual Work Plan.*
 - 5.1.2 *Coordinate the development of Road and Bridge projects, planning and programming in compliant to relevant Specifications approved by the Department of Works and Highways.*
 - 5.1.3 *Liase and provide high level data and information on projects involved by the branches to other relevant branches and divisions within the Department.*
 - 5.1.4 *Develop and include new plans/programs for the development of an integrated Road Network for Papua New Guinea.*
 - 5.1.5 *Monitor, advice and provide reports on roads engaged by the National Forest Authority, Department of Mining and Petroleum, Department Agriculture and Livestock, etc. to comply with Department of Works and Implementation Specifications and Standards.*
 - 5.1.6 *Coordinate and direct to carryout feasibility studies and route locations as approved by the Department for the integrated road network in Papua New Guinea.*
 - 5.1.7 *Participate in the development of Road Safety and traffic Management Programs in close cooperation with the Department of Transport and National Road Safety Council.*
 - 5.1.8 *Prepare the Branches Yearly Development and Recurrent Budget Estimates Submissions and implement approved Budgets.*
- 5.2 *Monitor the branches' 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 division.*
- 5.4 *Advice and inform the Executive Director (Highways Management) on all projects planning, programming, procurement, coordination and operational activities involved in the division by the branches.*
- 5.5 *Participate in the management of the Division by providing information and provide advice to Executive Director and Secretary when required.*
- 5.6 *Represent the Division at meetings and forums when required.*
- 5.7 *Coordinate and assist the training and development of staff through Human Resources Development Branch (HRDB) within the Department.*
- 5.8 *Other relevant duties and tasks as directed by the Executive Director (Highways Management).*

6. NATURE AND SCOPE

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

6.1 WORKING RELATIONSHIP

6.1.1 Internal

Reporting to Executive Director (Highways Management) and Secretary when require, 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 projects procurement and coordination, as well as documentation and construction of various roads and bridge infrastructure projects in PNG land transport networks.

6.2 WORK ENVIRONMENT

Management of all Engineering Planning, Programming and New Highway Development on behalf of Department of Works & Highways (DoW&H) for the National Government of Papua New Guinea on Road Transport (Roads and Bridges) Network for a safe and easy accessibility for the people of Papua New Guinea.

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 & Highways (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.

7.1.3 All engineering procurement and documentation shall be focused on these road networks within the country subject to annual development budget funding as a result of these policy guidelines.

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 This decision will not only alleviate poverty but also improve living conditions of the rural population through delivery of services such as health, education and other social improvements as well as agricultural developments.

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.

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.** *Various road and bridge projects procurement and planning out-sourced to the consultants are done without proper scope of work, procurement briefs and terms of references (TOR) to guide these consultants to comply with Department of Works Design Standards and Specifications.*
- 8.3.** *The difficult corridor conditions, data management technologies, high software licensing costs, skill gaps in the division are obvious in achieving high level data.*
- 8.4.** *The division in the Department would not possibly attract and employ experienced and qualified engineers and technicians unless the salary and employment conditions are promising; the current is governed by the Governments Public Service Remuneration Conditions, which is not attractive.*

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1. Qualifications

- 9.1.1.** *Appropriate University Bachelor Degree in Civil Engineering or Master in Engineering Studies or equivalent from a recognized university.*
- 9.1.2.** *Registered member of Institute of Engineers Papua New Guinea (IEPNG) and met the requirements of the Competency Based Assessment and have a current Registration Certificate.*

9.2. Knowledge

- 9.2.1.** *Significant experience in procurement, planning, 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 & Highways Specifications and standards.*
- 9.2.3.** *Sound management and administrative knowledge in financial, personnel, resources and project planning are essential at this management level.*

9.3. Skills

- 9.3.1.** *Significant experience in various planning, programming, design and CAD software applications used to produce relevant roads or bridge design projects in compliance to Department of Works & Highways design standards and construction specifications.*
- 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 20 years extensive experience in all aspects of Civil Engineering works in design and documentation phases on variety of roads or bridge projects is essential at this level to guide and implement the design projects involved.*
- 9.4.2.** *Understands and applies FIDIC Conditions of Contract for road and bridge works and has at least 15 years work experience with road construction or maintenance by contract.*
- 9.4.3.** *Understanding and application of the principles of road management.*
- 9.4.4.** *Understand and apply accepted principles the development of road sector programmes, and in the methods used to determine priorities*

9.4.5. Extensive experience with management of road works contracts and consultant contracts.

9.4.6. Understand and apply of effective communication techniques including education, marketing and communication.

9.4.7. Experience in building and fostering relationships with fellow engineers, his superiors and his subordinates and with communities.

9.4.8. Experience in developing and describing the future vision of the Department, in a way that encourages and motivates staff to follow.

9.4.9. Experience in: delegation, managing workloads and work-streams, budgeting and monitoring costs, and ensuring compliance.

9.5 Salary and Benefits

The salary and benefits for this position are those relating to grade 18 as laid down in the current standard terms and conditions for staff agreed by the Salaries and Conditions Monitoring Committee and adopted by the Department of Works and Implementation.

9.6 Key Competences

9.6.1 Significant leadership experience in a range of positions, and proven management ability.

9.6.2 Extensive management experience.

9.6.3 Sound knowledge of road network planning and programming theories and methods.

9.6.4 Highly developed verbal and written communication skills in the English language.