



## Papua New Guinea Public Service Position Description



### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Works & Highways		<b>SYSTEM POSITION NO:</b>	<b>REF NO:</b> 60NPDSAM03
<b>WING:</b> Network Planning, Design & Standards	<b>DESIGNATION/CLASSIFICATION:</b> Supervising Engineer – Grade 15 Bridges Management System		
<b>DIVISION:</b> Network Management & Funding	<b>LOCAL DESIGNATION:</b> Supervising Engineer – Road Asset Management Syst		
<b>BRANCH:</b> Asset Management	<b>REPORTING TO:</b> Assistant Secretary - Asset Management Grade 17	<b>SYS. POS. NO:</b>	<b>REF:</b> 60AM01
<b>SECTION:</b>	<b>LOCATION:</b> Headquarter - Boroko		

#### History of position

File ref:	Date of variation	Details
111-60-A00	10/12/2021	Reno, Re-design, Re-class

### 2. PURPOSE

Report to the Assistant Secretary (AM) the assessment of bridge maintenance needs and budgetary requirements in financial progress and collection of bridge data for inventory and data processing.

Under limited supervision, this position is responsible for supervising and overseeing the implementation of road maintenance policies and strategies.

### 3. DIMENSION

Report to the Assistant Secretary (AM) on the progress of Bridge Maintenance Programs and suggest ways and means to develop bridge maintenance strategies.

Assist the Manager Assistant Secretary (AM) in preparing annual programs for bridge inspection, maintenance, repair and replacement and the necessary budget allocation and maintain and update the physical and HIMS Database system. The occupant will also plan, coordinate undertake surveys and perform quality check and audits on data collected on bridges and traffic Information on all national and provincial road network

**4. PRINCIPAL ACCOUNTABILITIES**

Efficient coordination and the implementation of bridge maintenance policies and strategies. Report to the Assistant Secretary (AM) to ensure by regular Inspection that the standards and quality of bridge have been achieved and validate inspection result from the provinces. Maintain updates of Bridge Inventory & Maintenance needs and assist in training.

**5. MAJOR DUTIES**

- 5.1 Report to the Assistant Secretary (AM) on the progress of the Bridge Maintenance Programs and suggest ways and means to develop bridge maintenance strategies.
- 5.2 Assist the Assistant Secretary (AM) in preparing annual programs for bridge inspection, maintenance activities.
- 5.3 Conduct & Coordinate necessary surveys to obtain Information on the bridge to maintain and update the physical and HIMS Database system.
- 5.4 Provide Assistant Secretary (AM), Assistant Secretaries, Provincial Works Offices and other relevant sections within the Department updated HIMS Information.
- 5.5 Assist the Assistant Secretary (AM), in formulating policies and strategies on Bridge Maintenance activities.
- 5.6 Carry out bridge maintenance assessments and advise Provincial Works Offices
- 5.7 Coordinate Training Programs for the Department personnel in the Provinces to provide adequate training to enable them to carry out road and bridge inspection, prepare inspection reports and produce individual road and bridge maintenance programs.
- 5.8 Assist the Manager (Asset Policy, Planning & Coordination) to update roads & maintenance procedures and manuals to accommodate changing policies and development techniques.
- 5.9 Assist In preparing monthly reports on expenditure progress and cash flow requirements for the Unit.
- 5.10 Coordinate and liaise with other offices as deemed necessary on the needs of Bridge Programs and In case of emergency.
- 5.11 Determine the training needs of staff within the Branch and arrange necessary training.
- 5.12 Represent the best Interest of the Department at all times.

**6 NATURE AND SCOPE**

The position is within the Asset Management Branch in Headquarter and reports directly to the Assistant Secretary (AM)

**6.1 Working relationship**

Who	Why
<i>Internal</i>	
<b>Assistant Secretary - NMF</b>	Providing support with consistent to the deliverables with the roles and responsibility of the position on the daily bases



<i>External</i>	
<i>Department of National Planning, Transport, Donor Agencies</i>	<ul style="list-style-type: none"> <li>• Department's Policies and Strategies</li> <li>• Departments corporate performance issues</li> <li>• Monitoring &amp; Evaluation of Network</li> </ul>

**6.2 Working environment**

This position is located at Department of Works, Headquarters in Port Moresby and focuses in the preparation of Asset Policy, yearly budget, planning and monitoring, coordination and control of roads and bridges maintenance programs and funds appropriated by the National Government and Aid Agencies for the maintenance of national and provincial assets.

**6.3 Reporting arrangements**

**(a) Reporting Line**

**First Assistant Secretary - NMF**

**(b) Direct Reports**

**Assistant Secretary – Asset Management**

**(c) Indirect Reports**

Program Managers

**6.4 Budget & Expenditure**

**Budget:** In accordance with approved annual budget appropriation

**Financial Delegation:** In accordance with current instrument of financial delegation

**7. CONSTRAINTS, FRAMEWORKS, AND BOUNDARIES**

- **Rules/Procedures**

- 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, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Implementation and the Government Papua New Guinea.

- **Decision**  
Decisions taken shall be in line with the applicable law, standard practices of Asset Management, Contract Management, Departmental strategies and policies and the relevant policies and agreements in place.
- **Recommendations**  
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

Managing all Asset Management Data collection functions in relation to effective and efficient plan, programs updating and reporting Inventories and Conditions of Road. Develop medium to long term strategies and priorities in response to Asset Management Business Plan.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### 9.1 Qualifications

The occupant must have the appropriate University Degree in Engineering from a recognized University and other qualifications that may be acceptable for Department of Personnel Management and must be a Member of IEPNG and a registered engineer.

### 9.2 Knowledge

Civil Engineering – Knowledge of civil engineering design regulations related to civil engineering including the principles and theory of applied engineering, design, and construction. General knowledge of survey, appraisal.

Project Management – Knowledge of planning, organizing and managing resources to bring about

the successful completion of specific project goals and objectives.

Supervision - Knowledge of leadership techniques, principles and procedures to assign work,

- schedule, supervise, train, and evaluate the work of assigned staff

Must have a wide knowledge in computer base applications (Database, ArcView, and Microsoft Access), ability to consult and advice, Road Maintenance software Strategic Planning and programming

The occupant must be knowledgeable about Bridge, Road, Building Contract, Maintenance and Government Policies, HDM 4 Analysis, Asset Management System (Roads & Bridges), Maintenance Planning and Programming.

**9.3 Skills**

Road and Bridge repair and maintenance work, computer modeling and analysis off loads on roads and bridges, roads and bridges Inspection and reporting road and bridge maintenance programming and project management

**9.4 Work Experience**

Must have a minimum of 8 years' experience in Asset Management System, (Roads, Bridges, and Building). maintenance budgeting, programming and prioritization using the Asset Management System or similar management tools. Knowledge in maintenance contract