



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

Form OD2.7

1. IDENTIFICATION

AGENCY: Department of Works & Highways	SYS. POSN. NO:	REF. NO: 60NPDSAM05
WING: <i>Network Planning, Design & Standards</i>	DESIGNATION/CLASSIFICATION: Senior Engineer (RAMS – Data Encoding): Grade 13	
DIVISION: <i>Network Management & Funding</i>	LOCAL DESIGNATION: Senior Engineer (RAMS – Data Encoding):	
BRANCH: Asset Management	REPORTING TO: Supervising Engineer (RAMS)	SYS. POS. NO: REF. NO: 60NPDSAM02
SECTION:	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Reno, Re-class, Re-design

2. PURPOSE

Report to Supervising Engineer (RAMS) in all aspects of his/her duties and in particular in the assessment of road maintenance needs and budgetary requirements in financial progress and collecting of road data for Inventory, data processing and reporting.

3. DIMENSIONS

Consult with and advise Provincial Works Managers and field staff concerning budgeting maintenance practices and standards, and provide assistance in the implementation of road maintenance policies and strategies

4. PRINCIPLE ACCOUNTABILITIES

Report to the Supervising Engineer (RAMS) to ensure by regular inspection that the standards and quality of road have been achieved and validate inspection result from the provinces. Maintain updates of Road Maintenance Inventory and assist in training.

5. MAJOR DUTIES

- 5.1 To provide assistance in the implementation of road maintenance policies and strategies.
- 5.2 Consult with and advise Provincial Works Managers and field staff concerning budgeting maintenance practices and standards.
- 5.3 To advise in preparation of Highway Maintenance Programs for each province, to help in organization of works and to ascertain the needs and priorities in relation to resources available.
- 5.4 Ensure by regular inspection that the standards and quality control of road maintenance are been achieved.
- 5.5 To assist the Principal Engineer (Projects) in the organization of supervision works, training and control of direct labor contract work to ensure maximum efficiency.
- 5.6 Liaise with other Branches for the support and training of newly developed Road Maintenance Software and Update and collecting road maintenance data.

- 5.7 Prepare annual programs for road and Inspection, maintenance, repair and replacement and determine the necessary budget allocations.
- 5.8 Represent the best interest of the Department and other duties compatible with qualifications

6. NATURE AND SCOPE

The position is within the Asset Management Branch in Headquarter and reports directly to the Supervising Engineer (RAMS).

6.1 WORKING RELATIONSHIP

(a) Internal

Report to Supervising Engineer (RAMS)

(b) External

Liaise with Donor Agencies and other government agencies like Department of Transport, National Planning Office and any other Department as deemed necessary to coordinate the work of the division and to ensure efficient Implementation of road maintenance programs.

6.2 WORK ENVIRONMENT

This position is located at Department of Works, Headquarters in Port Moresby and focuses in the assessment of road maintenance needs and budgetary requirements in financial progress and collecting of road data for inventory and data processing.

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 & 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 contract management, departmental policies and the relevant 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 function of the Department of Works in relation to effective and efficient, coordination of Policies and Planning of assets, Inventory, Maintenance and Budget programming of Roads and Bridges. 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**

The occupant must have the appropriate University Degree with major studies in appropriate subjects relevant to Road Management or equivalent or possession of such other qualification that may be acceptable to Public Service. Member of IEPNG

9.2 Knowledge

Must have a wide knowledge in computer base application (Database), the use of road analysis software in the assessment of road load capacities and maintenance strategies

9.3 Skills

Road repair and Maintenance works, computer modeling and analysis offloads on roads, road Inspection and reporting road maintenance programming and project management.

9.4 Work Experience

The occupant must have practical experience of five (5) or more in design, construction, maintenance, repair and management of roads including the use of computer database system•