

**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS.POSN.NO:</b>	<b>REF.NO:</b> 60NRCC01
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Manager (National Road Contractor Capacity &amp; Performance)</i>	<b>GRADE 16</b>
<b>DIVISION</b>	<b>LOCAL DESIGNATION</b> <i>Manager</i>	
<b>BRANCH</b>	<b>REPORTING TO:</b> <i>Executive Director (Field Operations)</i>	<b>SYS. POS. NO: REF.NO:</b> 60FOP01
<b>SECTION</b> <i>National Road Contractor Capacity &amp; Performance</i>	<b>LOCATION:</b> <i>Headquarter - Boroko</i>	

**HISTORY OF POSITION**

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

**2. PURPOSE**

Develop and implement the approved National Road Contractor Capacity and Performance Policy. In order to realise major government goal of fostering economic growth through available road network, government policies such as the Connect PNG Program, the National and Subnational Road Network Strategies and the associated programs were developed, however in order to deliver these programs, we need contractors with proven ability to deliver major road projects to standards, within time and budgets. This position is crucial to assist build contractor capacity to that expected level of performance.

**3. DIMENSIONS**

- Attaining set targets of National Road Contractors graduating from each category in accordance with the policy guidelines; and
- Has two Senior Technical Officers as subordinates.

**4. PRINCIPLE ACCOUNTABILITIES**

- Qualified and experienced contractors to deliver road works to standards; and
- Implementation of the National Road Contractor Capacity Policy;

**5. MAJOR DUTIES**

- 5.1** Develop the National Road Contractor Capacity and Performance in conjunction with the Department of Commerce and Industry and other relevant stakeholders
- 5.2** Conduct awareness of the approved National Contractor Capacity and Performance Policy with the Regional Works Managers for them to assist with actual implementation of the Policy,
- 5.3** Implement the approved National Contractor Capacity and Performance Policy;

- 5.4 Create data base and populate with all National Contractors, capturing also their locations and capabilities (capacities);
- 5.5 Prepare a 5-year roll out Implementation Plan for the National Road Contractor Capacity and Performance Policy;
- 5.6 With the support of the Field Staff and subordinates, conduct Contractor Performance Assessments of all contractors engaged by the department in accordance with the existing assessment templates;
- 5.7 Prepare quarterly reports to be submitted to the Executive Director with a copy to the Secretary Department of Commerce and Industry through the Office of the secretary Department of Works on the implementation of the approved National Road Contractor Capacity and Performance Policy;
- 5.8 Review existing assessment templates for improvements; and
- 5.9 Perform other duties as directed not inconsistent with the above.

## 6. NATURE AND SCOPE

The position is headquarter-based and focuses on graduating National Contractors executing civil works contracts or works from minor works to major works categories in accordance with set procedures, and the position reports to the Executive Director (Field Operations).

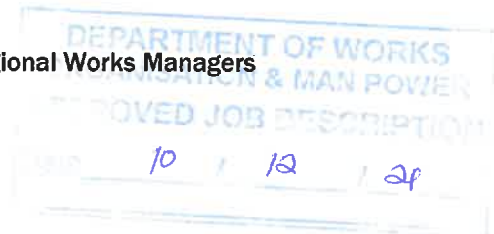
### 6.1 Working Relationship

(a) **Internal**

Executive Director (Field Operations) and Regional Works Managers

(b) **External**

Department of Commerce and Industry



### 6.2 Work Environment

The position is a specialist position dealing with capacity building of the National Road Construction Contractors.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules and Procedures**

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Act, Financial Instructions, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Implementation and other state agencies of Papua New Guinea.

- **Decisions**

Decisions taken shall be in line with the appropriate delegation of authority, and applicable laws, standard practices of contract management, departmental policies and the relevant agreements with external agencies.

- **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

Continued engagement of small to medium size contractors to sustain their existence and be able to progress up the higher categories.

Department of Works intention to deliver road works using the Long-Term Maintenance Contracting (LTMC) over long stretches of the highways may push out the small to medium size Contractors as this mode of project delivery allows for only one main contractor and he has the prerogative to either subcontract part of the works or does it on its own.

## 9. QUALIFICATIONS, EXPERIENCE AND SKILL

### (a) Qualifications:

Diploma in Accounting or Civil Engineering

### (b) Knowledge

Operating in a business environment;  
DoW construction standards and specifications;  
Department of Commerce and Industry Small to Medium Enterprise Policy

### (c) Skills

- Computer literate, familiar with related software including spreadsheets and word processing;
- Business management
- Construction Supervision;
- Proven communication skills both orally and in written form.

### (d) Work Experience

Minimum of ten (10) years working as a civil works supervisor or operating in an accounting or business management environment.

