



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION****1. IDENTIFICATION**

|  |  |                                     |                                     |
|--|--|-------------------------------------|-------------------------------------|
| <b>AGENCY:</b><br><i>Works &amp; Highways</i>              | <b>SYS. POSN. NO:</b>  | <b>REF. NO:</b><br><i>WFOPENB08</i> |                                     |
| <b>WING:</b><br><i>Field Operations</i>                    | <b>DESIGNATION/CLASSIFICATION:</b><br><i>Cartographer - Grade 15</i> |                                     |                                     |
| <b>DIVISION:</b><br><i>Regional Works Office - Islands</i> | <b>LOCAL DESIGNATION:</b><br><i>Cartographer</i>                     |                                     |                                     |
| <b>BRANCH:</b><br><i>Provincial Works Office - Kokopo</i>  | <b>REPORTING TO:</b><br><i>Provincial Works Manager<br/>Grade 17</i> | <b>SYS. POS. NO:</b>                | <b>REF. NO:</b><br><i>WFOPENB01</i> |
| <b>SECTION:</b><br><i>Survey</i>                           | <b>LOCATION:</b><br><i>East New Britain</i>                          |                                     |                                     |

**HISTORY OF POSITION**

| <b>FILE REF.</b>  | <b>DATE OF VARIATION</b> | <b>DETAILS</b>         |
|-------------------|--------------------------|------------------------|
| <i>111-60-A00</i> | <i>10/12/2021</i>        | <i>Re-no, Re-class</i> |

**2. PURPOSE**

Undertake Cartographic and Drafting assignments from inception to final production.

**3. DIMENSIONS**

Assist the Provincial Civil Engineer with Cartographic and Drafting assignment related to road and bridge works.

**4. PRINCIPLE ACCOUNTABILITIES**

- Maintenance of National Roads;
- Construction of Missing Links in accordance with the planned programs;
- Delivery of rural based transport and other infrastructure

**5. MAJOR DUTIES**

- 5.1 Provide Cartographic Services relating to road and bridge works for new as well as exiting highways and other major trunk roads in the province;
- 5.2 Produce survey plans, using Computer Aided Drafting (CAD);
- 5.3 Create maps from information gathered using hand-held Global Positioning System (GPS) equipment;
- 5.4 With the support from the Provincial Surveyor, maintain a register of DoW properties in the province; and
- 5.5 Update GIS data for all the National, Provincial and Districts Roads including the respective Drainage Structures and have these captured both on maps as well as in the appropriate database;

- 5.6 Capture relevant data to assist with resolving land issues that may arise due to existing or future road works; and
- 5.7 Carry out other duties as directed, consistent with the above.

## 6. NATURE AND SCOPE

The position is within provincial establishment of the department and it focuses on, providing Cartographic services for the Department and reports to the Provincial Civil Engineer and the Provincial Works Manager.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Reporting to the Provincial Civil Engineer and the Provincial Works Manager.

#### (b) External

Provincial Governments, District Authorities, and Institute of Cartographers PNG.

### 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on managing Cartographic Services.

## 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 Act, Financial Instructions, the Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Highways and other state agencies of Papua New Guinea.

### ▪ Decision

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

Keeping abreast with the technological advancement in cartography to assist provide the appropriate level of cartographic services for the Department

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Appropriate University Degree in Cartography from a reputable institute and be a registered member of the Institute of Cartographers of Papua New Guinea.

**(b) Knowledge**

Knowledgeable with PNG DLPP Survey Direction, DoW Survey Instruction, PNG Land Laws and Regulations, and the Survey Act.

**(c) Skills**

Proven ability to undertake and produce quality cartographic and drafting assignments.

**(d) Work Experience**

Must have minimum of seven (7) years, experience in the related field or works.