



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: <i>WFOPENB16</i>	
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Graduate Engineer - Grade 12</i>		
DIVISION: <i>Regional Works Office - Islands</i>	LOCAL DESIGNATION: <i>Graduate Engineer</i>		
BRANCH: <i>Provincial Works Office - Kokopo</i>	REPORTING TO: <i>Provincial Civil Engineer Grade 16</i>	SYS. POS. NO:	REF. NO: <i>WFOPENB02</i>
SECTION: <i>Civil</i>	LOCATION: <i>East New Britain</i>		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>111-60-A00</i>	<i>10/12/2021</i>	<i>Re-number</i>

2. PURPOSE

- Assist the Engineering Team of the Department execute civil engineering maintenance and construction works in accordance with the annual works programs;
- Learning the practical aspects of delivering civil engineering project specifically on roads and bridges.

3. DIMENSIONS

Deliverance of quality infrastructure in accordance with the relevant construction/maintenance standards and specifications;

4. PRINCIPLE ACCOUNTABILITIES

- Maintenance of National Roads;
- Providing appropriate technical advice to relevant stakeholders;
- Construction of Missing Links in accordance with the planned programs;
- Delivery of rural based transport and other infrastructure

5. MAJOR DUTIES

- 5.1 Assist the Project Engineer supervise maintenance and construction works on site;
- 5.2 Assist the Project Engineer carryout scope of new works, pavement investigation, cost estimates and preparing procurement plan for new works;
- 5.3 Understanding the Public Finances Management Act, Public Service General Orders, Key Government Priorities such as the National Road Network Strategy and the Connect PNG Program, current DoW Corporate Plan, the National Procurement Act, DoW Standard Bidding Documents and the Contracts Administration Guide;
- 5.6 Assist Project Engineer in evaluation of Tenders;
- 5.7 Assist Project Engineer prepare Tender Documents; and

5.8 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 planning, procuring and supervising major construction and maintenance works usually executed by the Contractors and reports directly to the Provincial Civil Engineer.

6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Provincial Civil Engineer.

(b) External

Provincial Governments, District Authorities and the Institute of Engineers, PNG.

6.2 WORK ENVIRONMENT

The position is a technical position which focuses on executing Civil Engineering projects.

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

- Robust and effectively working Training Program for graduate Engineer;

Graduate Engineers need to cover majority of the Engineering aspects successfully to fully develop the required skills to become competent engineers recognized by the Institute of Engineers and as within the department become effective Provincial Civil Engineer or Provincial Works Manager capable of dealing with experienced contractors on construction issues.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate University Degree in Civil Engineering and Graduate Member as conferred by the Institute of Engineers PNG through its Competency Based Assessment System or other qualification orientated towards Project Planning, Project Management and Contract Administration.

(b) Knowledge

- Proven knowledge and understanding in project planning, procurement and, implementation of maintenance and construction projects.
- Construction Standards and Specification both in building and civil engineering works;
- Familiar with the Public Finances Management Act, National Procurement Act, Road (Management & Fund) Act, National Road Network Strategy and Connect PNG Program; and
- Understanding of various modes of project delivery including, Design & Build, Long Term Performance Based Contracting; Engineering Procurement and Construction.

(c) Skills

- Project supervision & management;
- Project Planning, Scoping, pavement investigation and procurement planning;
- Good communications skills both orally and in writing;
- Computer skills in spreadsheets, word processing and project planning.

(d) Work Experience

Must have minimum of two (2) years of field experience in Construction, Construction Supervision, Project Management, project planning and procurement.