



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> <i>WFOPHELO8</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Building Inspector - Grade 13</i>		
<b>DIVISION:</b> <i>Regional Works Office - Highlands</i>	<b>LOCAL DESIGNATION:</b> <i>Building Inspector</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Tari</i>	<b>REPORTING TO:</b> <i>Provincial Architect</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPHELO3</i>
<b>SECTION:</b> <i>Architecture &amp; Building</i>	<b>LOCATION:</b> <i>Hela</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**

Administer the Building Board functions and Regulate Building Construction works in compliance with the PNG Building Act and Regulations (Chapter 301) 1994 for all buildings erected within the Province;

**3. DIMENSIONS**

Deliverance of quality building infrastructure in accordance with the PNG Building Act and Regulations (Chapter 301) 1994;

**4. PRINCIPLE ACCOUNTABILITIES**

Construction of Building works in accordance with PNG Building Act and Regulations (Chapter 301) 1994, associated standards and specifications;

**5. MAJOR DUTIES**

- 5.1 Process all new building projects in accordance with the PNG Building Act and Regulations (Chapter 301) 1994 for Building Permits;
- 5.2 Inspect and report to the Provincial Architect matters relating to all building construction works issued with a Building Permit.
- 5.3 Manage the Provincial Building Board office, record discussions, prepare Building Board Meeting minutes and correspondences and distribute accordingly;
- 5.4 Maintain records and documents relating to the Building Board activities in the province; and
- 5.5 Carry out other duties as directed or required, consistent with the above.

**6. NATURE AND SCOPE**

The position is within provincial establishment of the department and it focuses on Provincial Building Board Activities in the province and reports directly to the Provincial Works Manager and Provincial Architect.

## 6.1 WORKING RELATIONSHIP

### (a) Internal

Reporting to the Provincial Works Manager and the Provincial Architect.

### (b) External

Provincial Government, Members of the Provincial Building Board and stake holders;

## 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on Regulation of (Chapter 301) 1994, the PNG Building Act & Regulations (Chapter 301) 1994 and reports to the Provincial Building Board relating to compliance matters on the construction of building works in the province.

## 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

- Political interference;
- Funding to adequately Regulate the PNG Building Act and Regulations (Chapter 301) 1994 in the province.
- These Challenges, can contribute to substandard buildings being erected thus compromising on safety, quality/ standard and the overall real 'value for money'.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Diploma in Building Technology or Higher Technical Certificate in Building from a recognized institution as accepted by the Department of Personnel Management.

### (b) Knowledge

- Extensive knowledge in building construction practices.
- Construction Standards and Specification for Building Works;
- Familiar with PNG Building Act and Regulations (Chapter 301) 1994, and Building Codes/practices.

(c) **Skills**

- Proven ability to communicate clearly both orally and in written form;
- Able to demonstrate a clear understanding and correctly interpret the PNG Building Act and Regulations (Chapter 301) 1994; and
- Proven ability to write reports.

(d) **Work Experience**

Must have a minimum of five (5) years of field experience in the Building Industry as a Building Inspector.