



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>WFOPMAD03</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Provincial Surveyor - Grade 16</i>		
<b>DIVISION:</b> <i>Regional Works Office - Northern</i>	<b>LOCAL DESIGNATION:</b> <i>Provincial Surveyor</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Madang</i>	<b>REPORTING TO:</b> <i>Provincial Works Manager</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPMAD01</i>
<b>SECTION:</b> <i>Survey</i>	<b>LOCATION:</b> <i>Madang</i>		

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no, Re-class

## 2. PURPOSE

- Provide surveying, cartography and land management services for the department in the province;

## 3. DIMENSIONS

Assist the Provincial Works Manager and the Provincial Civil Engineer deliver all survey, cartography and land management tasks;

## 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 Implement and supervise all survey, land management and cartographical tasks associated with major civil works programs;
- 5.2 Assist the Provincial Works Manager supervise and clear survey designs for road works;
- 5.3 Coordinate and manage land management issues relating to new roads and bridge works;
- 5.4 Attend regular section heads meetings requested by the Provincial Works Manager;
- 5.5 Create and populate a database on Department of Works properties within the province; and
- 5.6 Perform other duties in line with the above as directed by Provincial Works Manager or Provincial Civil Engineer.

## 6. NATURE AND SCOPE

The position is within provincial establishment of the department and it focuses on delivering the survey, cartography and land management services associated with roads and bridge works and the position reports directly to the Provincial Works Manager.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Reporting to the Provincial Works Manager.

#### (b) External

Development partners, Provincial Lands, Valuer General and Survey General.

### 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on survey, cartography and land management aspects of major civil works programs within 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 survey and land management, departmental policies and the relevant agreements with external agencies.

### ▪ Recommendations

Any recommendations made should be in line with the Survey Act, the Good procurement Manual and other relevant conditions, guides, manuals, standards and specifications.

## 8. CHALLENGES

- Keeping up with the technology changes to provide the required level of survey, cartography and land management services.

These Challenges causes delays in delivering infrastructure projects in a timely manner, to quality and within budget to obtain the overall real 'value for money'.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Degree in Surveying from a recognized institution and must be a member of the Association of Surveyors (PNG)

### (b) Knowledge

- Proven knowledge and understanding PNG Department of Lands and Physical Planning Survey Direction, PNG Land Laws and Regulations and the Survey Act

(c) **Skills**

- Able to adopt new surveying techniques.

(d) **Work Experience**

Must have minimum of seven (7) years of field experience in Engineering Surveys and other field surveys and survey drafting.