



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: <i>WFOPMAN01</i>	
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Provincial Works Manager - Grade 17</i>		
DIVISION: <i>Regional Works Office - Islands</i>	LOCAL DESIGNATION: <i>Provincial Works Manager</i>		
BRANCH: <i>Provincial Works Office - Lorengau</i>	REPORTING TO: <i>Regional Works Manager - Islands</i>	SYS. POS. NO: <i>60FOPRO101</i>	REF. NO:
SECTION:	LOCATION: <i>Manus</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

- To manage the operations of Department of Works office in the province;
- Coordinate, monitor and report on the 5-year Highways Maintenance and Development Investment Program applicable to the highways within the province; and
- Support the provinces and districts within the province deliver subnational roads and other rural-based infrastructure programs including capacity building at the districts.

3. DIMENSIONS

Manages six (6) sections that work together to achieve the department's objectives. Sections include: Civil, Building, Administration, Plant & Transport, Survey and Accounts. Each of the six sections are led by the respective section heads.

4. PRINCIPLE ACCOUNTABILITIES

- Implementation of the 5-year Highways Investment Program to assist the National Government provide the enabling environment in terms of providing a reliable road network to foster economic growth of the country;
- Support the Provincial and Local Level Governments deliver Subnational Roads and other rural based infrastructure including assisting in capacity building at the districts.

5. MAJOR DUTIES

- 5.1** Manage day to day operations of the department in liaison with the Section Heads of the various sections.

- 5.2 Prepare and implement Annual Works Program in line with the 5-year Highway Investment Program.
- 5.3 Monitor and report to the Regional Works Manager on the ongoing and completed contracts and planned works in accordance with the existing reporting template.
- 5.4 Conduct regular meetings with the section heads as part of the routine operations of the department and advise on amongst others, policy matters and informing the staff of any major issues with respect to the department's overall objectives and the major government agenda.
- 5.5 Supervision of contractors to ensure safety standards are adhered to and projects are carried out to specification and approved engineering/construction standards.
- 5.6 Attend Quarterly Budget Reviews and make necessary presentations on the progress of works in the province as required.
- 5.7 Represent Department of Works in the Province, establish and maintain good relations with the Provincial Government, Provincial Management Team, Politicians and other Departments and Authorities, provide technical, financial and planning advice, particularly in preparation of the Provincial Works Programs.
- 5.8 Assist RAMS/BAMS with collection of road condition and other relevant data both on the national as well as subnational road networks.
- 5.9 Ensure contractor performance appraisals are conducted during the course of the contracts as part of the contract administration process.
- 5.10 In close consultation with the Regional Office and the private sector restore road connectivity due to natural or other disasters in accordance with the Emergency Restoration Works Policy.
- 5.11 Assist provinces and districts deliver the subnational roads projects and other rural-based infrastructure including assisting in capacity building at the districts.
- 5.12 Carry out other duties as directed or required, consistent or required, consistent with the above.

6. NATURE AND SCOPE

The position is within the middle management tier of the organization and plays the Managerial/Supervisory role of all the operations of the organization (Department of Works & Highways) in the designated Province and reports directly to the Executive Director - Field Operations through the Regional Works Manager - Highlands.

6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Regional Works Manager - Highlands and Executive Director - Field Operations.

(b) External

Provide reports and advice to major stakeholders including Provincial Governments, District Authorities, local Members of Parliament and development partners.

6.2 WORK ENVIRONMENT

The position is located at Department of Works, Jiwaka Province and it is a technical position which focuses on managing Civil Engineering, Building Construction and Maintenance works including ensuring existing department's construction standards and specifications are complied with.

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 Acts and Financial Instructions, the Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Implementation 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 in place. Typical decisions include performance management of staff, training and leave matters.

▪ 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. Typical recommendations include hiring and termination of personnel.

8. CHALLENGES

- Managing and supervising projects to ensure standards and specifications are complied with;
- meeting of project deadlines and being cost effective and efficient;
- dealing with landowners, environmental and social safeguard issues; and
- delays in settling contractor's progress claims which affects the progress of works.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate University Degree with major studies in appropriate subjects, preferably civil engineering or equivalent and must be a registered engineer as conferred by the Institution of Engineers PNG through its Competency Based Assessment System.

(b) Knowledge

Must have fair knowledge in the areas of Public Service Administrative process, the General Orders, Public Finance Management Act, Public Tender Process and procedures, project supervision and management, including facilitating the process of Planning, Organizing, Controlling and managing the affairs of the organization.

(c) Skills

Sound administrative abilities, project supervision & management, people management and negotiation skills and able to manage social and work pressure. Must possess sound administrative ability and be able to cope with work pressures and have the enthusiasm to supervise and train subordinate staff.

Must be able to perform duties with minimum supervision, be self-motivated and have a good standing within the community.

(d) Work Experience

Must have minimum of eight (8) years of field experience in Construction, Supervision, Contract administration and Managerial experience in controlling the operations of a typical government organization.

10. Required Competencies

- **Compulsory: Appropriate University Degree with major studies in appropriate subjects, preferably civil engineering or equivalent.**
- **Compulsory: Must be a registered engineer as conferred by the Institution of Engineers PNG through its Competency Based Assessment System.**
- **Demonstrated field level management experience in providing advice to government agencies including those within the confines of the local jurisdiction and private sector organizations on maintenance, rehabilitation and construction of roads, building and associated infrastructure including preparation, verification and certification of scope of works and costings.**
- **Sound understanding of the principles and practices surrounding the maintenance, rehabilitation and construction of road, buildings and associated infrastructure, the road policy issues in PNG. Ability to interpret the road sector reform initiatives, including fair knowledge of the Road (Maintenance & Fund), the PNG National Roads Network Strategy, the PNG National Roads Transport Plan or have the capacity to obtain and acquire such knowledge.**
- **Demonstrated field level management experience working with relevant government agencies in PNG including those within the confines of the local jurisdiction in the development of work plans, programs and projects relating to roads, buildings and associated infrastructure.**
- **Highly developed interpersonal skills and demonstrated ability to communicate and negotiate effectively with a diverse range of audiences and prepare high quality reports.**
- **Competence with a range of computer applications including Word, Excel, PowerPoint and any applicable specialist software programs.**
- **High standard of integrity, professionalism and accountability and the ability to uphold the credibility of the department.**