



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>WFOPOR002</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Provincial Civil Engineer - Grade 16</i>		
<b>DIVISION:</b> <i>Regional Works Office - Southern</i>	<b>LOCAL DESIGNATION:</b> <i>Provincial Civil Engineer</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Popondetta</i>	<b>REPORTING TO:</b> <i>Provincial Works Manager Grade 17</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPOR001</i>
<b>SECTION:</b> <i>Civil</i>	<b>LOCATION:</b> <i>Oro</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**

- To manage the operations of the Civil Section of the Department of Works office in the province;
- Implement the 5-year Highways Maintenance and Development Investment Program applicable to the highways within the province in strict compliance with the existing specification and standards; and
- Support the provinces and districts within the province deliver subnational roads and other rural-based infrastructure in accordance with the planned programs /strategy programs including capacity building at the districts.

**3. DIMENSIONS**

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

Takes charge of three (3) Senior Project Engineers, two (2) Project Engineers, two (2) Graduate Engineers and two (2) Works Supervisors;

Support the Provincial Works Manager is providing technical advice to districts.

**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 Manage day to day operations of the Civil Section including planning and allocation of supervision personnel to various programs;
- 5.2 Assist the Provincial Works Manager Prepare and implement Annual Works Program in line with the 5-year Highway Investment Program.
- 5.3 Monitor and report to the Provincial Works Manager on the ongoing and completed contracts and planned works in accordance with the existing reporting template.
- 5.4 Attend regular section heads meetings and advise on amongst others, policy matters and informing the subordinates of any major issues with respect to the department's overall objectives and the major government agenda.
- 5.5 Supervision and administration of contracts in accordance with the Conditions of Contract to ensure safety standards are adhered to and projects are carried out to specification and approved engineering/construction standards.
- 5.6 Assist RAMS/BAMS with collection of road condition and other relevant data both on the national as well as subnational road networks.
- 5.7 Conduct contractor performance appraisals during the course of the contracts as part of the contract administration process.
- 5.8 Assist the Provincial Works Manager restore road connectivity due to natural or other disasters in accordance with the Emergency Restoration Works Policy.
- 5.9 Assist provinces and districts deliver the subnational roads projects and other rural-based infrastructure including assisting in capacity building at the districts.
- 5.10 Carry out other duties as directed or required, consistent or required, 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 Works Manager.

### 6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Provincial Works Manager.

(b) External

Development partners, Provincial Governments and District Authorities.

### 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on managing 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 & 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 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;
- dealing with landowners, environmental and social safeguard issues;
- delays in settling contractor's progress claims which affects the progress of works; and
- impacts of the Corona Virus.

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**

Appropriate University Degree in Civil Engineering and Registered Engineer 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, implementation and contract administration.
- 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**

- Sound project supervision & management, people management, negotiation, and financial management skills and is able to manage social and work pressures;
- Able to demonstrate leadership and managerial skills;
- 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 seven (7) years of field experience in Construction, Supervision, Contract administration and Managerial experience in major projects, including managing a team of subordinates.