



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>WFOPSHPO8</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Project Engineer - Grade 14</i>		
<b>DIVISION:</b> <i>Regional Works Office - Highlands</i>	<b>LOCAL DESIGNATION:</b> <i>Project Engineer</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Mendi</i>	<b>REPORTING TO:</b> <i>Provincial Civil Engineer Grade 16</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPSHPO2</i>
<b>SECTION:</b> <i>Civil</i>	<b>LOCATION:</b> <i>Southern Highlands</i>		

## HISTORY OF POSITION

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

## 2. PURPOSE

- Execute civil engineering maintenance and construction works in accordance with the annual works programs.
- Assist the Provincial Civil Engineer, plan, procure and implement the district roads as part of the DoW support to the Districts.

## 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 Supervise maintenance and construction works on site;
- 5.2 Provide accurate information to the Provincial Civil Engineer to compile regular project progress and completion reports;
- 5.3 carryout scope of new works, pavement investigation, cost estimates and procurement plan for new works;
- 5.4 Assist the Provincial Civil Engineer carryout contractor performance appraisals in accordance with the existing templates;
- 5.5 Assist the districts with planning, procuring, implementing and preparing progress reports for the district roads as directed by the Provincial Civil Engineer.

- 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 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 Works Manager.

### 6.1 WORKING RELATIONSHIP

(a) **Internal**

Reporting to the Provincial Civil Engineer.

(b) **External**

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 & 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;
- dealing with landowners, environmental and social safeguard issues;
- 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**

**(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 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 four (4) years of field experience in Construction, Construction Supervision, Project Management, project planning and procurement.