



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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| AGENCY: <i>Works & Highways</i> | SYS. POSN. NO: | REF. NO: <i>WFOPSIM04</i> | |
| WING: <i>Field Operations</i> | DESIGNATION/CLASSIFICATION: <i>Provincial Architect - Grade 16</i> | | |
| DIVISION: <i>Regional Works Office - Highlands</i> | LOCAL DESIGNATION: <i>Provincial Architect</i> | | |
| BRANCH: <i>Provincial Works Office - Kundiawa</i> | REPORTING TO: <i>Provincial Works Manager</i> | SYS. POS. NO: | REF. NO: <i>WFOPSIM01</i> |
| SECTION: <i>Architecture & Building</i> | LOCATION: <i>Simbu</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</i> |

2. PURPOSE

- To manage the operations of the Architecture & Building, and Static Plant Sections of the Department of Works office in the Province;
- Support the Provincial Works Manager deliver Building Construction and Maintenance works in accordance with the approved programs; and
- Manage the Provincial Building Board functions in the Province;

3. DIMENSIONS

- Deliverance of quality building infrastructure in accordance with the relevant construction/maintenance standards and specifications;
- Takes charge of two (2) Works Supervisors, four (4) Foremen and four (4) Artisans;
- Support the Provincial Works Manager in providing technical advice to Districts.
- Regulate the PNG Building Act and Regulations (Chapter 301) 1994 in the Province

4. PRINCIPLE ACCOUNTABILITIES

- Construction and maintenance of Building Infrastructure;
- Providing appropriate technical advice to relevant stakeholders;

5. MAJOR DUTIES

- 5.1 Manage day to day operations of the Architecture and Building, and Static Plant Sections including planning and allocation of supervision personnel and resources for various programs;
- 5.2 Provide technical advice to other line agencies on design and construction standards, rules and guidelines for Architecture and Building Projects;

- 5.3 Supervision of Architectural Works in progress to ensure construction standards and specifications are complied with;
- 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 Administer the Provincial Building Board Functions in accordance with the PNG Building Act & Regulations (Chapter 301) 1994; and
- 5.6 Carry out other duties as directed or required, consistent with the above.

6. NATURE AND SCOPE

The position is within the Provincial establishment of the Department and it focuses on implementing Architecture and Building Construction and maintenance works 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, Provincial Building Board and District Authorities.

6.2 WORK ENVIRONMENT

The position is a technical position which focuses on implementing Architecture and 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

- Surge in work volume may impact upon available resources;
- Inadequate funding for proper implementation of the Provincial Building Board function

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

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate University Degree in Architecture and is a Registered Member of the PNG Institute of Architects.

(b) Knowledge

- Proven knowledge and understanding in project planning, procurement, implementation and contract administration in building works.
- Understanding of the DoW Building Works Specification;
- Familiar with the Public Finances Management Act, National Procurement Act and Building Act;
- Understanding of mechanical, hydraulics, electrical and plumbing services associated with Building Works; and.
- Conversant with Architectural Designs and construction works.
- Familiar with the PNG Building Act & Regulations (Chapter 301) 1994 and the Building Board functions.

(c) Skills

- Skills in Administering of the Building Board Act;
- Able to demonstrate leadership and managerial skills;
- Must be able to perform duties with minimum supervision, and be self-motivated; and
- Conversant with Auto-CAD (but not essential).
- Proven ability to communicate clearly both orally and in writing

(d) Work Experience

Must have a minimum of six (6) years of field experience in the Architectural Design, Building Construction, Supervision and Project Management in major projects.