



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>WFOPSIM13</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Works Supervisor - Civil - Grade 12</i>		
<b>DIVISION:</b> <i>Regional Works Office - Highlands</i>	<b>LOCAL DESIGNATION:</b> <i>Works Supervisor - Civil</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Kundlawa</i>	<b>REPORTING TO:</b> <i>Senior Project Engineer Grade 15</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPSIM05</i>
<b>SECTION:</b> <i>Civil</i>	<b>LOCATION:</b> <i>Simbu</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, Re-design</i>

**2. PURPOSE**

Undertake civil engineering construction and maintenance works in accordance with the design and specified schedule of works;

**3. DIMENSIONS**

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

**4. PRINCIPLE ACCOUNTABILITIES**

- Maintenance of National Roads;
- Construction of Missing Links in accordance with the planned programs;
- Delivery of rural based transport and other infrastructure

**5. MAJOR DUTIES**

- 5.1 Day to day supervision of actual construction of civil engineering projects on site;
- 5.2 keeping daily records on type of activities on the construction program, plant and personnel, law and order, land owner issues, weather situation on site.
- 5.3 Ensure defective work due to poor workmanship is corrected on site in a timely manner;
- 5.4 Ensure tests are conducted at the appropriate hold points and the results are confirmed to have 'passed' before progressing to next stage of the activities on the construction program;
- 5.5 Provide accurate data for Project Engineers/Senior Engineers to prepare appropriate progress reports;
- 5.5 Assist with practical training of graduate engineers on site; and.
- 5.10 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 supervising major construction and maintenance works usually executed by the Contractors and reports directly to the Senior Project Engineer.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Reporting to the Senior Project Engineer and the Provincial Civil Engineer.

#### (b) External

Development partners, Provincial Governments and District Authorities.

### 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on supervising 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

- Funding constraints and logistic issues on projects located in remote locations; 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

Diploma in Civil Engineering from a recognized institution.

### (b) Knowledge

- Construction Standards and DoW Specification for Road and Bridge works; and
- Roads and or Bridge construction and maintenance;

**(c) Skills**

- Ability to supervise and deliver civil engineering works in accordance with the design and related specification;
- Ability to clearly communicate both verbally as well as written form with members of the engineering team within the Department or others engaged in works executed under contracts; and
- Ability to assist Project Engineers with project scoping, and cost estimation.

**(d) Work Experience**

Must have minimum of five (5) years of field experience in Construction, Supervision and project management.