



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> <b>WFOPWHP19</b>
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Works Supervisor - Building &amp; Construction - Grade 11</i>	
<b>DIVISION:</b> <i>Regional Works Office - Highlands</i>	<b>LOCAL DESIGNATION:</b> <i>Works Supervisor - Building &amp; Construction</i>	
<b>BRANCH:</b> <i>Provincial Works Office - Hagen</i>	<b>REPORTING TO:</b> <i>Provincial Architect Grade 16</i>	<b>SYS. POS. NO:</b> <b>REF. NO:</b> <b>WFOPWHPO4</b>
<b>SECTION:</b> <i>Architecture &amp; Building</i>	<b>LOCATION:</b> <i>Western Highlands</i>	

**HISTORY OF POSITION**

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

**2. PURPOSE**

Coordinate and implement Building Construction and Maintenance works in the province;

**3. DIMENSIONS**

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

Takes charge of Four (4) subordinates (2 x Foremen and 2 x Artisans).

**4. PRINCIPLE ACCOUNTABILITIES**

Construction and maintenance of building infrastructure.

**5. MAJOR DUTIES**

- 5.1 Plan, Program and execute Building Construction and maintenance works;
- 5.2 Supervise the construction and maintenance of building infrastructure executed through Department of Works;
- 5.2 Prepare cost estimates for building works;
- 5.3 Prepare progress reports for ongoing building works;
- 5.4 Train subordinate staff;
- 5.5 Compile material list, arrange for procurement of material and deliver procured material to the respective project sites.
- 5.6 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 construction and maintenance of building works executed by the department and reports directly to the Provincial Architect.

#### 6.1 WORKING RELATIONSHIP

(a) Internal

Reporting to the Provincial Architect.

(b) External

Not Applicable

#### 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on Construction and supervision of 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

- Inconsistent funding to properly execute and complete works according to the scope of works; and
- Timely delivery of materials to site especially sites considered remote and in difficult terrain.

These Challenges, cause delays in delivering infrastructure projects in a timely manner, to quality and within budget to obtain 'value for money'.

### 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Possess a Diploma in the relevant trade from a recognized institute.

(b) Knowledge

- Project cycle (scope of works, procurement and delivery of materials to site, construction and completion of works) in building works;
- Construction Standards and DoW Technical Specification for Architecture and Building works;

- Be able to read and understand construction drawings

**(c) Skills**

- Sound project supervision & management skills;
- Ability to clearly communicate with superiors and subordinate staff;
- Able to demonstrate leadership skills;
- Able to plan, procure, implement and complete works in a timely manner; and
- Able to train subordinate staff.

**(d) Work Experience**

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