



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000149	REF. NO: CCII.03
WING: Executive	DESIGNATION/CLASSIFICATION: Registration Officer	GRADE: 12
DIVISION: Construction Industry Unit	LOCAL DESIGNATION: Registration Officer	
BRANCH: Construction Industry	REPORTING TO: Registrar	SYS. POSN. NO: 0230000145
SECTION: Contractor Registration	LOCATION: Waigani, P.O.Box 375, N.C.D, Mutual Rumana, Ground Floor – 2 nd Floor.	REF. NO: CCII.02

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference / File No)	(Structure approved date)	(Record of how position has changed)
140	16 – 03 - 2000	Restructure
159	11 – 07 - 2007	Restructure
182 - OD 2.3 / 30062014	30 – 07 - 2015	Restructure
189	06 – 12 - 2018	Restructure

2. PURPOSE

The Registration Officer is responsible for evaluating applications from contractors for registration & issuance of certificates, follow-up on renewal of registrations and assist Registrar in preparing contractor registration awareness programs.

3. DIMENSIONS

The Registration Officer reports directly to the Registrar for all duties and interacts with Data Entry Clerk-Registration to realize the above.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assist Registrar in the operations of contract registration and awareness programs,
- 4.2 Acts in the position of Registrar in the incumbent's absence; and
- 4.3 Perform other duties as directed by the Principal Advisor – Construction Industry.

5. MAJOR DUTIES

- 5.1 Ensure all national contractors are registered, registry is updated every fiscal year and ensure efficient and timely dispatch of contractor registration certificates;
- 5.2 Assist contractors in the registration of their firms;
- 5.3 Liaise with other agencies to ensure the enforcement of the registration system;
- 5.4 Provide quarterly reports to Registrar on progress of activities;
- 5.5 Represent the Branch or Unit at various domestic and international meetings, conferences and forums and provide periodical reports and
- 5.6 Perform other duties as directed by the Registrar.

6. NATURE AND SCOPE

The Registration Officer is entrusted with the role of:

1. Registering contractors and issuing certificates;
2. Maintaining effective working relationship with registered contractors with the Unit; and
3. Maintaining effective working relationship with all officers of the Unit.



6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Registrar on contracts registration matters and consults Technology and Manpower Branches on industry matters.

6.1.2 Internal

- Director and Principal Advisor – Construction Industry on Construction Industry policy matters,
- Director – Corporate Services on financial and human resource matters,
- Other divisional heads on construction industry work programs,
- Branch Heads and staffs of the Construction Industry Unit on matters of significance to the Branches, the Unit and the construction industry.
- Subordinates provide updates on work programs.

6.1.3 External

- Liaise with government, private and non-government agencies on matters relating to contractor registration and contractor information;
- Liaise with PNG Contractors Association and Provincial Contractor Associations on respective memberships and ensure all national contractors are registered with the Unit; and
- Publish and issue registered contractors' databank to the National and Provincial Government Departments, Agencies and other relevant organizations such as the National Procure Office.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for contracts registration matters. The incumbent would be a seasoned professional with extensive knowledge of domestic construction industry environment and must maintain confidentiality on all contract information and ensures contractor information is securely stored away.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Registration Officer is guided by:

- The mandate and core business of the Unit and Department of Commerce & Industry,
- Medium Term Development Plans (MTDP) II & III and Vision 2050,
- Various legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and Construction Industry Regulations,
- Post APEC Commitments 2018 in relation to institutional strengthening of member economies.
- NEC Decisions and Directives

7.2 Decision

- Set goals, target and priorities of the Branch,



- Set Branch work plans and activities,
- Review of Unit work procedures and processes,
- Research and data collection,
- Conflict management and resolution,
- Recommend commitment of funds consistent with Public Finance (Management) Act

7.3 Recommendations

- Relevant policy and management strategies,
- Implementation of the Department's Corporate and Management Plans,
- Facilitate dialogue with industry and stakeholders,
- Improved industry sector coordination and implementation,
- Improved monitoring and evaluation,
- Improved construction industry statistics and information,
- Enhance Department coordination and implementation

8. CHALLENGES

- Maintain compliance to existing policies, laws and regulations;
- Encourage loyalty, ethical and best work practices in the Department;
- Commitment to change and adaptation and working longer hours;
- Exude loyalty, ethical and best work practices within the Branch,
- Best business practice,
- Commitment to the Department's strategic alignment with the Government's development agenda and policy framework,
- NEC directions on economic impact projects and initiatives;
- Stakeholder collaboration;
- Encourages work team dynamics and participation; and
- Committed to support the CSAs and other agencies in implementation of the Government's construction industry policies.
- Act in position of Director in the absence of the incumbent.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- A minimum of a Bachelor's Degree in Architecture, Building or Civil Engineering or other related discipline from a recognized university.

9.2 Knowledge

- Familiar with domestic industry, trade and investment settings and the prevailing developmental issues;
- Acquainted with the crucial regional and global industry, trade and investment issues and their impact in PNG's economy and national interests;
- Thorough knowledge of the Government institutional policy planning, coordination, implementation and monitoring framework and processes;
- Well-developed knowledge of research systems, processes, design and analysis;
- Conversant with the prevailing economic conditions including the PNG Government's developmental agenda that are stipulated under PNG Vision 2050 and other development plans; and
- Working knowledge of the relevant legislations and regulations.
- Public Service processes and procedures;
- Well-developed knowledge of research systems, processes, design and analysis;
- Sound knowledge on use of MS Word, Spreadsheet and other applications.

9.3 Skills

- Demonstrated good leadership and management ability – lead the branch by setting priorities, focuses strategically, sets priorities and commits to achieve quality results or performance outcomes for the Unit;
- Demonstrated interpersonal ability - builds and sustains good work relationships with a network of key people internally and externally and encourages team work;
- Strong negotiation ability – Negotiates persuasively in influencing decisions of others in protracted negotiations, adaptable and identifies common ground to facilitate agreement.
- Demonstrates public service professionalism and probity - adheres to public service values and ethics, acts professionally and impartially at all times within organizational, legal and public policy parameters.
- Maintain the good image of the Department in public and internal forums; and
- Ability in using relevant word processing computing, email and internet usage.



9.4 Work Experience

- A minimum of five (5) years relevant work experience at the middle management level in a key government agency or private sector in the area of specialty such as architecture, building or civil engineering with sound knowledge in running training and awareness programs.

STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I, _____ do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: _____