



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



## 1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000147	<b>REF. NO:</b> CCIM.02
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Industry Development Officer – Training	<b>GRADE:</b> 13
<b>DIVISION:</b> Construction Industry Unit	<b>LOCAL DESIGNATION:</b> Industry Development Officer – Training	
<b>BRANCH:</b> Manpower	<b>REPORTING TO:</b> Principal Advisor – Manpower	<b>SYS. POSN. NO:</b> 0230000144
<b>SECTION:</b> Manpower	<b>LOCATION:</b> Waigani, P.O.Box 375, N.C.D, Mutual Rumana, Ground Floor – 2 <sup>nd</sup> Floor.	<b>REF. NO:</b> CCIM.01

## 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 Industry Development Officer - Training is responsible for preparing and conducting construction training workshops and seminars including technical evaluation and assessment of the trainings conducted. The incumbent also assists in the management and running of the Branch.

## 3. DIMENSIONS

The Industry Development Officer - Training reports directly to the Principal Advisor – Manpower for all duties and interacts with the Training Coordinator to realize the above.

## 4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assist the Principal Advisor – Manpower in the effective and efficient management of personnel, equipment, time and operations of the Branch and Unit;
- 4.2 Act in the position of Principal Advisor – Manpower in the incumbent's absence; and
- 4.3 Perform other duties as instructed by Principal Advisor – Manpower and Director – Construction Industry.

## 5. MAJOR DUTIES

- 5.1 Prepare training manuals/modules;
- 5.2 Conduct trainings;
- 5.3 Organize and arrange guest/invited speakers on various construction training programs, seminars and conferences;
- 5.4 Carry out surveys on various training courses by government and private sector agencies;
- 5.5 Prepare evaluation reports on workshops and participants in workshop, seminars and/or conferences; and

- 5.6 Undertake other duties as directed by the Principal Advisor – Manpower and Director – Construction Industry Unit.

## 6. NATURE AND SCOPE

The Industry Development Officer - Training is entrusted with the role of:

1. Conducting national awareness programs on the essence of contractor registration (Contractor Registration & Classification System – CRCS);
2. Coordinating the implementation of the CRCS in collaboration with all National and Provincial Government agencies; maintain effective working relations and collaboration with key government and non-government organizations; and
3. Conducting field surveys to collect data and format same into useful information for the construction industry.

### 6.1 WORKING RELATIONSHIP

#### 6.1.1 Reporting

- To Principal Advisor – Manpower on manpower and training matters and consults Technology and Industry Branches on manpower and training matters.

#### 6.1.2 Internal

- Director – 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 regarding contractor trainings and other matters relating to developing manpower & trainings in workforce.

#### 6.1.3 External

- Facilitate dialogue with key state agencies and private sector relating to manpower and training matters,
- Collaboration with private sector on implementation of manpower and training policy matters,
- Dialogue with National and Provincial on matters relating to contractor training and manpower development programs,
- Dissemination of data and information of the industry to relevant state agencies, donor partners, private sector organizations, research institutions and stakeholders,
- Liaise with members of the public and the private sector on matters relating to contractor training and manpower development programs;
- Liaise with commercial statutory agencies of the Ministry of Commerce & Industry on matters relating to contractor training and other matters concerning construction industry.
- Liaise with provincial contractor associations on type(s) of training desired.

### 6.2 WORK ENVIRONMENT

- This is a senior position responsible for providing advice on manpower and training matters. The incumbent would be a seasoned professional with extensive knowledge of domestic construction industry environment and must have extensive and relevant experience to be able to provide appropriate advice to top management and key clients through the office of the Director – Construction Industry.





## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Industry Development Officer - Training is guided by:

- The mandate and core business of the Construction Industry Unit, Manpower Branch 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 Branch work procedures and processes,
- Research and data collection,
- Conflict management and resolution,

### 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 or preferably a Master'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.
- Program coordination for classroom-like session presentation techniques.

## 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 Branch/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 in a key government agency or private sector in the area of specialty such as architecture, building or civil engineering with sound knowledge on 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: \_\_\_\_\_