

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000146	<b>REF. NO:</b> CCIT.02
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Research Officer – Civil Engineer	<b>GRADE:</b> 13
<b>DIVISION:</b> Construction Industry Unit	<b>LOCAL DESIGNATION:</b> Research Officer – Civil Engineer	
<b>BRANCH:</b> Technology	<b>REPORTING TO:</b> Principal Advisor – Technology	<b>SYS. POSN. NO:</b> 0230000143
<b>SECTION:</b> Technology	<b>LOCATION:</b> Waigani, P.O.Box 375, N.C.D, Mutual Rumana, Ground Floor – 2 <sup>nd</sup> Floor.	<b>REF. NO:</b> CCIT.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 Research Officer – Civil Engineer is accountable for the development of small & medium civil & structural engineering firms by seeking assistance and advice from civil & structural engineering firms, the PNG Institute of Engineers and international sources to develop training modules and programs for small and medium civil engineering firms.

3. DIMENSIONS

The Research Officer – Civil Engineer reports directly to the Principal Advisor – Technology for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assist Principal Advisor - Technology in the effective and efficient management of office equipment, personnel, time and operations of the Technology Branch and Unit;
- 4.2 If required, acts in the position of Principal Advisor - Technology in the absence of the incumbent; and
- 4.3 Perform other duties as instructed by the Principal Advisor - Technology and Director – CIU.

5. MAJOR DUTIES

- 5.1 Consult civil & structural engineering firms and the PNG Institute of Engineers and international sources for assistance and advise to develop the small & medium civil & structural engineering firms;
- 5.2 Carry out field surveys and/or liaise with provincial contractor associations and Provincial Commerce Advisors on assistances needed by small & medium civil & structural engineering firms as a way forward to developing them;
- 5.3 Establish dialogue and/or membership with international contractors associations or technical institutions or civil/structural engineering firms/associations/training institutions for technical information, assistance & advice, conferences, workshops, etc.;

- 5.4 Work closely with other Branches of the Unit to develop training modules and programs for small and medium civil & structural engineering firms;
- 5.5 Represent the Branch or Unit or the Department of Commerce & Industry at meetings, conferences, workshops and/or seminars locally or abroad; and
- 5.6 Perform other duties as directed by Principal Advisor – Technology and the Director - CRU



## 6. NATURE AND SCOPE

The Research Officer – Civil Engineer is a senior position in the Technology Branch entrusted with the role of:

1. Assisting the Principal Advisor – Technology, effectively manage the operations and assets of the Branch;
2. Liaising with appropriate agencies locally and abroad on the best possible ways to developing the small and medium civil & structural engineering firms; and
3. Working closely with other Branches of the Unit to develop training programs and modules for the small & medium civil & structural engineering firms.

## 6.1 WORKING RELATIONSHIP

### 6.1.1 Reporting

- To Principal Advisor - Technology and consults Industry & Manpower Branches on technology matters

### 6.1.2 Internal

- Director – Construction Industry on Construction Technology policy matters,
- Director – Corporate Services on financial and human resource matters,
- Branch Heads and staffs of the Construction Industry Unit on matters regarding contractor trainings, seminars, workshops and awareness programs,

### 6.1.3 External

- Facilitate dialogue with key state agencies and private sector on matters relating to construction technology substitutes and new construction technologies,
- Collaboration with private sector on implementation of construction technology policy matters,
- Dialogue with National and Provincial Government intending to utilize services of local civil & structural engineering firms,
- Liaise with provincial contractor association for updates in membership by civil and structural engineering firms and training needs by civil and structural engineering firms,
- Liaise with members of the public and the private sector on matters relating to construction technology substitutes and new construction technologies,
- Liaise with commercial statutory agencies of the Ministry of Commerce & Industry on matters relating construction technology substitutes and new construction technologies.

## 6.2 WORK ENVIRONMENT

- This is a position where the incumbent strives to develop the small and medium locally-owned civil & structural engineering firms, civil engineers and structural engineers through developing targeted training modules and formulation of appropriate policies. The incumbent would be a seasoned professional with extensive knowledge of domestic and international construction industry and must have experience to be able to provide sound advice to management and clients.



## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Research Officer – Civil Engineer 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,
- Recommend commitment of funds consistent with Public Finance (Management) Act

### 7.3 Recommendations

- Develop new training modules, programs and policies,
- Initiate proposals for new research and enhance monitoring and evaluation toolkit,
- Facilitate dialogue with industry and stakeholders,
- Improved industry sector coordination and implementation,
- Improved construction industry statistics and information,
- Research data and information needs,
- Membership affiliation with construction/engineering associations
- 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.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### 9.1 Qualifications

- A minimum of a Bachelor's Degree or preferably Masters in Civil Engineering or Structural 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, 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 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 at the middle management level in a key government agency or private sector in the area of specialty such as civil engineering or structural engineering.

## 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: \_\_\_\_\_