



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000261	REF. NO: CCIT.05	
WING: Executive	DESIGNATION/CLASSIFICATION: Technical Officer – Mechanics	GRADE: 13	
DIVISION: Construction Industry Unit	LOCAL DESIGNATION: Technical Officer – Mechanics		
BRANCH: Technology	REPORTING TO: Principal Advisor – Technology	SYS. POSN. NO: 0230000143	REF. NO: CCIT.01
SECTION: Technology	LOCATION: Waigani, P.O.Box 375, N.C.D, Mutual Rumana, Ground Floor – 2 nd Floor.		

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 Technical Officer – Mechanics is accountable for the design and development of all technical drawings as a supplement to all training modules and programs by the Unit and all technical drawings for projects initiated by the Department of Commerce & Industry besides running basic Computer-Aided-Design (CAD) courses.

3. DIMENSIONS

The Technical Officer– Mechanics 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 Work with other Technical Analysts of the (Technology) Branch for the design and development of technical drawings to supplement their training modules and programs;
- 5.2 Work with other Branches of the Unit for the design and development of supportive drawings to supplement their training modules and programs;
- 5.3 Work with other Divisions/Projects of the Department of Commerce & Industry for the design and development of supportive drawings of project proposals or new projects;
- 5.4 Design and conduct basic courses on Computer-Aided-Design (AutoCAD);

- 5.5 Represent the Branch or Unit or the Department of Commerce & Industry at meetings, conferences, workshops and/or seminars locally and/or abroad; and
- 5.6 Perform other duties as instructed by Principal Advisor – Technology and the Director – CIU



6. NATURE AND SCOPE

The Technical Officer – Mechanics is a senior position in the Technology Branch entrusted with the role of:

1. Assisting the Principal Advisor effectively manage the operations and assets of the Branch;
2. Liaising with other Branches of the Unit and other Divisions and/or Projects of the Department of Commerce & Industry for provision of technical drawings; and
3. Working closely with Provincial Commerce Advisors and provincial contractor associations for courses on Computer-Aided-Design (AutoCAD) to be run in provinces for contractors and interested persons.

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 technical drawing services assistance,
- Liaise with provincial contractor association for updates in membership by building construction firms and training needs in AutoCAD by small and medium construction 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 under the purview of the Ministry of Commerce & Industry on matters relating to development of SME.

6.2 WORK ENVIRONMENT

- This is a position where the incumbent designs and develops technical drawings to support the training modules and programs of the trainings, seminars and awareness programs of other Branches of the Unit for the small and medium locally-owned construction firms and tradespersons as well as technical drawings for new project proposals by the Department of Commerce & Industry. The incumbent will also conduct basic Computer-Aided-Design (AutoCAD) courses. 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 Technical Officer – Mechanics is guided by:

- The mandate and core business of the Construction Industry Unit, Mandowe 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 Degree in Architecture, Building, Surveying, 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 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 architecture, building, surveying or engineering with broader knowledge of construction industry and some 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: _____