



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Prime Minister & NEC	SYS. POSN. NO.: 459000210	REF. NO.: SBAS 09
OFFICE: Operations	DESIGNATION/CLASSIFICATION: Gardener – Morauta/Sir Manasupe Haus Gr. 7	
DIVISION: Corporate Services	LOCAL DESIGNATION: Maintenance Technician – Morauta/Sir Manasupe Haus	
BRANCH: State Building Assets & Security	REPORTING TO: Supervisor – Morauta/Sir Manasupe Haus	SYS. POS. NO.: 59708 REF. NO.: SBAS 04
SECTION: Property & Assets	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	RECLASS/JD REVISED
Org: 01/ 2011	2/12/2011	CREATED

2. PURPOSE

- Assist the supervisor in upkeep of surroundings and landscaping around Morauta/Sir Manasupe Haus;

3. DIMENSIONS

Financial – Nil	Staff supervised – Nil	Others – Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure surroundings and landscaping around Morauta/Sir Manasupe Haus are daily maintained.

5. MAJOR DUTIES

- 5.1 Carry out routine cleanings of surrounding around Morauta/Sir Manasupe Haus.
- 5.2 Ensure daily upkeep of landscaping and flowers.

- 5.3 Ensures that daily request is attended to as directed by Supervisor.
- 5.4 Report any faulty with equipment to the Supervisor.
- 5.5 Assist with orders and collect material list quotations from suppliers and contractors.

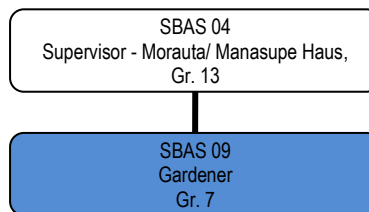
6. NATURE AND SCOPE

The job provides gardening role and reports directly to the Supervisor.

It also ensures that the landscaping and flowers surrounding the building is always maintained and in good condition attractive to visitors and workers working in the building.

The scope of the job is limited more within the Department as this position ensures the landscaping and maintains cleanness of Morauta/Sir Manasupe Haus only and effectively managed at all times.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Supervisor, Morauta/Sir Manasupe Haus.
- Works closely with the Supervisor and other work colleagues.

(b) External

- Liaise with suppliers and contractors in obtaining quotations for landscaping & beautification of the buildings.

6.2 WORK ENVIRONMENT

The position is gardening work and is located in Morauta/Sir Manasupe Haus Waigani however, when required, official visits to landscaping suppliers and contractors within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- Job operates within the precincts of the Public Service General Order, Business Processes, DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of gardening and landscaping policies, practices and procedures.

- Maintain high level of confidentiality of information.
- Maintain high level of work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

Key challenges for the job include: ensuring effective organization of work in maintaining a very attractive safe environment for the Department and promoting service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- A minimum of Grade 10 Certificate.

(b) Knowledge: Must have excellent knowledge of the following:-

- Landscaping and gardening.

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Must have some landscaping skills.

(d) Experience

Minimum of three (3) years' work experience in similar role.