



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Prime Minister & NEC	<b>SYS. POSN. NO:</b> 459000211	<b>REF. NO:</b> SBAS 10
<b>OFFICE:</b> Operations	<b>DESIGNATION/CLASSIFICATION:</b> Supervisor – Mirigini Haus Gr. 13	
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Supervisor – Mirigini Haus	
<b>BRANCH:</b> State Building Assets & Security	<b>REPORTING TO:</b> Manager – Property/Assets	<b>SYS. POS. NO:</b> 67221 <b>REF. NO:</b> SBAS 03
<b>SECTION:</b> Property & Assets	<b>LOCATION:</b> WAIGANI	

#### HISTORY OF POSITION

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

#### 2. PURPOSE

- To assist the Manager, Property & Assets effectively manage and undertake daily running of the Mirigini Haus Buildings and their precincts.
- To ensure that all repairs and maintenance works are carried out effectively and in accordance with regulations as well as the Department's proposals.
- All gardening and landscape within the perimeters of the Mirigini Haus is maintained.

#### 3. DIMENSIONS

Financial – Nil	Staff supervised – 5	Others – Nil
-----------------	----------------------	--------------

#### 4. PRINCIPAL ACCOUNTABILITIES

- The position reports to the Manager, Property & Assets and may also report directly to Director of Property and Security on all matters relating to the administration and maintenance of Mirigini Haus Buildings.

## 5. MAJOR DUTIES

- 5.1 Directly responsible to the Manager, Property & Assets and responsible for all minor and routine repair and maintenance work specified for Mirigin Haus;
- 5.2 Supervise in house labourers and contract work workers;
- 5.3 Prepare material lists, estimates, costing and obtain quotations and pro-forma invoices from suppliers;
- 5.4 Ensure that daily maintenance request is attended to;
- 5.5 Attend to other works as directed by the Director and or Deputy Secretary, Corporate Services;
- 5.6 Supervise and assist staff on development plans.

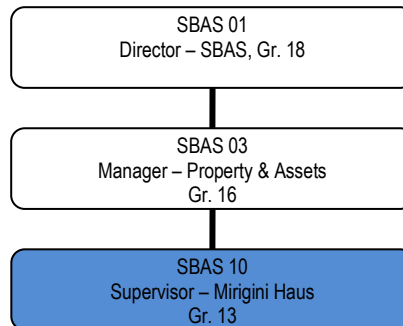
## 6. NATURE AND SCOPE

The job provides assistance role to the Manager, Property & Assets and reports directly to the Manager, Property & Assets and also may directly report to the Director Property & Security.

It also ensures that the building is always maintained and in good condition for inhabitants.

The scope of the job is limited more within the Department as this position ensures the maintenance of Mirigini Haus only and effectively managed at all times.

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

- This position reports directly to the Manager, Property & Assets on the progress of the unit and maintains liaison with subordinate staff.

#### (b) External

- Liaise with suppliers and building contractors.

### 6.2 WORK ENVIRONMENT

The position is located in Mirigini Haus Waigani, however, when required, official visits to building material suppliers within and outside of National Capital District relating to the job are inevitable.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/procedures –

- Job operates within the precincts of the Public Service General Order, Business Processes, Public Building Board, DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of building 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 conducive safe environment for the Prime minister to work in and promoting service that enhances image of the department and public service as a whole.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

- Minimum qualification of Grade 10 certificate and Diploma in Building and Architecture and Trade certificate in Carpentry, Plumbing or Electrical.

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

- Knowledge in all building works and maintenance requirements.
- Sound knowledge and good understanding of the Public Service (Management) Act and Public Finance Management Act.

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

- Must have carpentry and plumbing skills.
- Computer literate.
- Good communication skills.

### (d) Experience

Minimum of three (3) years' work experience in supervisory role in a Public Sector or Private Sector.