



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Prime Minister & NEC	SYS. POSN. NO: 459000212	REF. NO: SBAS 13
OFFICE: Operations	DESIGNATION/CLASSIFICATION: Assistant Maintenance Technician – Mirigini Haus, Gr. 10	
DIVISION: Corporate Services	LOCAL DESIGNATION: Assistant Maintenance Technician – Mirigini Haus	
BRANCH: State Building Assets & Security	REPORTING TO: Supervisor – Mirigini Haus	SYS. POS. NO: 459000211 REF. NO: SBAS 10
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 Maintenance Technician in the daily maintenance and upkeep of Mirigini Haus;
- Assist carry out routine repairs and maintenance work in the buildings in accordance with regulations.

3. DIMENSIONS

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

- Assist in ensuring timely maintenance and repairs are carried out to the standards and requirements of the management.

5. MAJOR DUTIES

- 5.1 Assist Maintenance Technician on all minor and routine repairs and maintenance work specified in the Building Maintenance manual.
- 5.2 Assist carry out routine repairs and maintenance works in the Building.
- 5.3 Assist order and collect material lists, estimates, costing and obtain quotations and pro-forma invoices from suppliers.
- 5.4 Assist to ensure that daily maintenance request is attended to as directed by Supervisor.

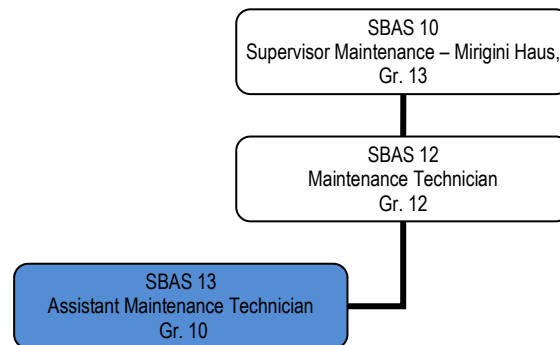
6. NATURE AND SCOPE

The job provides assistance role to the Maintenance Technician.

It also assist to 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

- Works closely with the Maintenance Technician, Supervisor and other work colleagues.

(b) External

- Liaise with suppliers and contractors in obtaining building quotations and materials.

6.2 WORK ENVIRONMENT

The position is mainly to do with maintenance work and is located in Waigani however, when required, official visits to building materials suppliers 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, 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 environment for the Prime minister and promoting service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Tradesman in Carpentry, Plumbing and Electrical.
- Must have basic trade tools

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

- Knowledge in all building works and maintenance requirements.

(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 similar role.