



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> Department of Justice & Attorney General	<b>SYS. POSN. NO:</b> DJAGAF.93	<b>REF. NO:</b> DJAGAF.93
<b>OFFICE:</b> Assets & Facilities	<b>DESIGNATION/CLASSIFICATION:</b> Assistant Technical Officer (Drafting) / Grade 13	<b>DIVISION:</b> Corporate Division
<b>LOCAL DESIGNATION:</b> Assistant Technical Officer (Drafting)	<b>BRANCH:</b> Assets & Facilities Management	<b>REPORTING TO:</b> Manager Facilities <b>SYS. POS. NO:</b> DJAGAF.03
<b>SECTION:</b> Assets & Facilities Management	<b>LOCATION:</b> Waigani	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30th April 2014	Revised
HRM 8.20/AF: 21/15	21st April 2015	Reclassified and Revised
HRM 8.20/AF: 12/24	12th March 2024	Revised

## 2. PURPOSE

- The Assets & Facilities Management Branch is responsible for ensuring that all key activities, projects, and contracts are closely monitored to ensure value for money. The Branch also oversees security operations to safeguard staff, assets, and facilities belonging to the Department.
- The Assistant Technical Officer (Drafting) is responsible for assisting the Senior Technical Officer (Drafting) in managing the asset lifecycle for all DJAG assets and facilities across all provinces. This includes planning, purchase, construction, maintenance, upgrade, demolition, and disposal as appropriate.

## 3. DIMENSIONS

- Assist in managing the planning, purchase, construction, maintenance, upgrade, demolition, and disposal of assets and facilities across all DJAG locations.
- Work closely with the Senior Technical Officer (Drafting) and other internal and external stakeholders to ensure project completion within budget and timelines.

#### **4. PRINCIPLE ACCOUNTABILITIES**

- Accountable to the Senior Technical Officer (Drafting) for all decisions related to technical input and management of the infrastructure and building work plan.
- Assist in preparing and managing all capital and maintenance schedules and budgets.

#### **5. MAJOR DUTIES**

- Supervise and control all works related to the planning, purchase, construction, maintenance, upgrade, demolition, and disposal of assets and facilities.
- Carry out regular inspections of construction and maintenance works to ensure that defined standards are met. Coordinate remedial actions as necessary in close liaison with contractors and the Facility Manager.
- Design and document all infrastructure and capital works.
- Conduct reviews on the progress of work and provide regular reports to the Manager Facilities.
- Perform other duties as directed, consistent with the above responsibilities.

#### **6. NATURE AND SCOPE**

##### **6.1 WORKING RELATIONSHIP**

###### **(a) Internal:**

- Senior Technical Officer (Drafting)
- Manager Facilities
- Housing Officer
- Provincial Admin Officers
- DJAG's Project Committees
- Branch Heads

###### **(b) External:**

- Department of Works and other contractors for capital works
- National Procurement Commission (NPC)
- State Regulatory Service Authority
- Physical Planning and Building Board
- Stakeholders

##### **6.2 WORK ENVIRONMENT**

- The role operates within a technical and administrative framework, ensuring that the Department's assets and facilities are managed effectively and efficiently across various locations.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Must comply with all departmental and governmental regulations, policies, and procedures related to asset and facilities management.
- **Decision:** Authorized to make decisions regarding technical input to projects and maintenance activities within the scope of the role.
- **Recommendations:** Provide recommendations for improvements in asset management and project execution to the Manager Facilities.

## 8. CHALLENGES

- Ensuring that all asset management activities, including planning, construction, maintenance, and disposal, are carried out effectively within the allocated budget and timeframes. Managing multiple projects across various locations with limited resources is a significant challenge.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications:

- Diploma in Architecture/Building or equivalent from a recognized university, along with relevant experience in property management.

### (b) Knowledge:

- Extensive knowledge in building and project management or in architectural practices.
- Sound knowledge of recurrent and capital budgeting.
- Proficiency in Computer-Aided Drafting (AutoCAD).
- Understanding of asset management principles and systems.
- Familiarity with government financial procedures and building industry regulations.
- Ability to interpret architectural and structural engineering designs.

### (c) Skills:

- Demonstrated building and administrative ability or project management skills.
- Quantity Surveying (QS) skills.
- Advanced MS Excel skills.
- Ability to supervise contracts and maintain activity reports.
- Strong negotiation and conflict resolution skills.
- Self-motivated with the ability to maintain project progress under pressure.
- Excellent communication skills in English, both written and oral.
- Proficiency with relevant computer programs.

### (d) Experience:

- A minimum of 5 years of experience working in the building management field or in a project management-related environment, with roles of progressive responsibility and authority.
- Experience in an architectural design office environment is an advantage.