



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGAF.03
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: MANAGER ASSETS & FACILITIES GR. 17	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE: SENIOR TECHNICAL OFFICER (DRAUGHTING) GR. 14	POS. NO. DJAGAF.08
BRANCH: ASSETS & FACILITIES MANAGEMENT	IMMEDIATE SUPERVISOR: EXECUTIVE MANAGER ASSETS & FACILITIES GR. 18	POS. NO. DJAGAF.01
SECTION: ASSETS & FACILITIES	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/AF: 31/13	31 MARCH 2013	CREATED

PURPOSE OF THE JOB

Under the direction of the Executive Manager Assets & Facilities, he or she is to manage and control all DJAG Assets and Facilities on a whole-of-life basis, including organizing, co-ordinate and controlling the detailed planning and execution of DJAG's infrastructure works projects and maintenance works, and housing.

He or she shall prepare and monitor budgets for capital works and for planned and recurrent maintenance.

He or she shall maintain an up-to-date asset register for all DJAG's assets.

ACCOUNTABILITIES

- Incorporate whole-of-life aspects when planning maintenance or capital works
- Plan maintenance schedules for existing assets and facilities, including budget preparation and monitoring

- Manage, organize, co-ordinate and control staff and contractors on any maintenance and infrastructure project,
- Implement government policy as related to all work in his/her charge in accordance with related procedures,
- Set objectives, and agreed work standards and objectives with reference to Annual Work Plans,
- Evaluate recommendations made by staff from meetings, reports and progress monitoring, and develop actions for implementation as required,
- Prepare scopes of works for maintenance, rehabilitation and capital works for DJAG's assets,
- Ensure DJAG's Asset Management System and processes are effectively managed, and regularly provide accurate and timely information to DJAG senior management, and
- Liaise with client departments, consultants and other agencies, etc, with respect to all projects in his/her charge as directed.

MAJOR DUTIES

- Preparation and management of works program (capital & recurrent) for all DJAG facilities and assets.
- Preparation of scopes of works for all maintenance and capital works.
- Preparation and management of cost estimates, and management of budgets versus actual costs.
- Ensure the Asset Management System is kept up-to-date and accurate.
- Develop work and budget estimates for DJAG Management to use in awarding work contracts.
- Preparation of specifications and technical investigation reports.
- Inspections of sites and works being carried out.
- Preparation and collation of reports.
- Other duties as directed, consistent with the above.

REPORTING AND WORK RELATIONSHIP – INTERNAL

- Responsible to Executive Manager Assets & Facilities on all matters relating to the Management of facilities and assets of the Department.
- Constitutional Office Holders and Branch Heads for all assets and properties.

WORK RELATIONSHIP – EXTERNAL

- Department of Works and other contractors for Capital Works, for vehicle purchases and disposals, and for Maintenance programs.
- Office Allocation Committee for Office accommodation requirements and rental payments for the Department.
- Department of Personnel Management for decision on acquisition of equipments and assets.
- Central Supplies and Tender Board for acquisition of Capital Assets, Facilities and purchase of vehicles.
- Law and Justice Sector for Facilities Management Program.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- From a recognized university, a Diploma in Architecture or Civil Engineering together with relevant experience in asset management.

Knowledge

- Extensive knowledge in Asset Management, Project Management or architectural practices work in a project work site.
- Sound knowledge of recurrent and capital budgeting and budget management.
- Familiar with Government Financial Procedures, and Acts of the building industry or similar.

Skills

- Must have demonstrated architectural or building and administrative ability.
- Must be able to work within a team in the organization and with skills in project management.
- He or she should be able to organize, co-ordinate, supervise contracts and staff to maintain quality at the work site.
- Must have good communication skills in English - both written and oral.
- Must have a working knowledge of Computer Aided Drafting.
- Demonstrated negotiation skills.
- Conflict resolution skills and a demonstrated ability to work under pressure.
- Demonstrated ability to analyze problems and develop suitable solutions to meet deadlines.

Experience

- Must have a minimum of 7 years experience working in the Building or Civil Engineering field or in a Project Management related environment, including experience in asset management, and through progressive levels of responsibility and authority.