



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
Date: 24.09.2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.020
<b>DEPARTMENT:</b> FINANCE	<b>DESIGNATION/CLASSIFICATION</b> Building Services Officer	<b>Grade</b> 12
<b>OFFICE/AGENCY:</b> 5 <sup>TH</sup> FLOOR, TWIN TOWER 1	<b>LOCAL DESIGNATION</b> Building Services Officer	
<b>DIVISION:</b> CORPORATE SERVICES	<b>HIGHEST SUBORDINATE</b> NIL	<b>POS. NO.</b>
<b>BRANCH:</b> ADMINISTRATION	<b>IMMEDIATE SUPERVISOR</b> OHS Officer	<b>POS. NO.</b> DFCS.018
<b>SECTION:</b> BUILDING SERVICES	<b>LOCATION</b> WAIGANI- TWIN TOWER 1	

#### HISTORY OF POSITION

File no.	Date of variation	Details
	20.09.2000	Redesign
20.09.2000	10.10.2003	No Change
	22.07.2011	Reclassified
	10.03.2025	No change

#### Purpose and Accountabilities of the position

- To provide safe hazard free working environment and building services in compliance to OHS Standards.
- To ensure management of the Twin Tower security and cleaning services in compliance with OHS Standards.
- To ensure safe and healthy working environment
- To ensure all building services are operational

#### PERSON AND POSITION SPECIFICATIONS

##### Qualifications:

The minimum entry qualification is: -

- Bachelor in Civil Engineering or Building Management.

##### Knowledge:

Must possess a high level of Trade on: -

- Civil and Electrical Engineering
- Security Systems
- Maintenance and Landscaping
- Air Conditioning Systems
- Occupational Health Safety Standards

 <b>DEPARTMENT OF FINANCE</b> <b>APPROVED JOB DESCRIPTION</b>
Date: 24.09.2025

**Skills:**

Ability to demonstrate the following skills at a proficient level: -

- Effective Property Management
- Management and Leadership qualities
- Public Relations and Inter-Personal

**Abilities:**

- Strong ability to achieve multiple tasks, prioritize and meet deadlines
- Ability to be highly organized and to respond to pressure
- Ability to use initiative in performing duties.
- Ability to coordinate and supervise
- Ability to read and draw building sketches.

**Principal Liaisons**

**Internal:** All members of the Department pertinent to Divisional matters arising

**External:** All Departments, Statutory Bodies or entities relevant to Divisional matters arising involving the Department of Finance

**Key Areas of Responsibility endeavour**

**Key Result Area (1): Planning and directing the operational requirements of Twin Towers Building Services.**

*Performance standard: This will have been satisfactorily achieved when:*

- Oversee and supervise all building works.
- Prepare Work Programs and work orders for the Building Maintenance Services.

**Key Result Area (2): Attend to building maintenance works.**

*Performance standard: This will have been satisfactorily achieved when:*

- Ensure that reports on minor maintenance work are quickly attended to.

**Key Result Area (3): Monitoring of Twin Towers Building services contracts.**

*Performance standard: This will have been satisfactorily achieved when:*

- Ensure all necessary documentation on Contracts is correctly drawn up.

**Key Result Area (4): Oversee the operations of Security and Cleaning Services.**

*Performance standard: This will have been satisfactorily achieved when:*

- Monitor and ensure that Security and Cleaning activities are carried out as per the terms and conditions of the contract.

**Key Result Area (5): Liaise with the Twin Towers tenants and the Landlord on maintenance of Twin Towers Building**

*Performance standard: This will have been satisfactorily achieved when:*

- Monitor and control the security and car park accesses.
- Monitor air conditioning, fire equipment, elevators and other systems in the building.
- Undertake checks and inspections of all workstations.
- Undertake checks and carry out general preventative maintenance programs.
- Undertake checks and carry out general preventative maintenance programs.



**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24, 09, 2025

- Provide after-hours checks on efficient and effective running of the building.

### **Key Result Area (7) Professional conduct**

*Performance standard: This will have been satisfactorily achieved when:*

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times.
- A high standard of personal conduct is consistently demonstrated in the workplace
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated
- Confidential and ethical standards are maintained at all times when undertaking delegated duties.

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

### **STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:**

I (insert employee name) ..... have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **Building Services Officer, Grade 12**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name: ..... Date.....

Employee Signature..... (Print)

Supervisor Name..... Date.....

Supervisor Signature..... (Print) Supervisor Title.....

Department Head Name..... Date.....

Department Head Signature..... Division Head Title.....



**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24 / 09 / 2025