



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b> DFGOAC.022	<b>REF. NO:</b> DFCS.028
<b>OFFICE:</b> Level 5, Twin Tower 1	<b>DESIGNATION/CLASSIFICATION:</b> Senior Housing Officer	<b>Grade:</b> 14
<b>DIVISION:</b> Corporate Service Division	<b>LOCAL DESIGNATION:</b> Senior Housing Officer	
<b>BRANCH:</b> Budget & Projects Management Branch	<b>REPORTING TO:</b>	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION:</b> Housing Project Unit	<b>LOCATION:</b> Twin Tower 1, WAIGANI	

#### HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
	29.03.2016	Transfer from DPM
DOF	07. 04. 2021	Reviewed, revised.
	10.03.2025	Transfer from GOAC to CSD

#### 1. PURPOSE

To assist the Team Leader – Housing Project, to manage, co-ordinate and implement directive in compliance with government regulation to ensure DoF Housing & Assets are efficiently managed. This also includes effective management, ensuring smooth and effective support in development and operations of DOF housing portfolios under the Homeownership scheme.

#### 2. DIMENSION

The Senior Housing Officer reports directly to the Team Leader – Housing Project.

#### 3. ACCOUNTABILITIES

- Assist and support in effective management of DoF Housing which includes the DoF institutional housing portfolios and homeownership scheme.
- Provide support to Team Leader Housing in managing and directing the operations of the branch including cleaning, gardening, pest control and coordinating repairs and maintenance of DoF housing properties on a daily basis.
- Provide effective assistance in developing Corporate plans in implementing housing and pushing for housing scheme;
- Assist and support the Team Leader in oversee the formulation and review of policies, work programs, processes, budgeting and financial management of the Budget and Projects Management Branch

Senior Housing Officer



#### 4. MAJOR DUTIES

- Assist with provision of oversight to ensure that the Branch priorities, work plans and programs are fully supported and implemented by the management, division and the department.
- Assist establish and responsible policies on both DoF homeownership projects
- Ensure that an effective DoF home ownership scheme policy is established, including the database system;
- Provide efficient allocation of houses within department;
- Support the Team Leader to develop policies and research on available options to progress the housing scheme in the department;
- Ensure rental payments are paid on time and consistent with lease agreement;
- Assist and support the Team Leader carry out inspections on government land for DOF Housing
- Assist with effective coordination of project management of DOF housing development.
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively support and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively manage staff training needs and communicate to the Professional Development Branch within CSD on any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the GOs.

#### 5. NATURE AND SCOPE

##### 5.1 WORK RELATIONSHIP

###### (a) Internal

- Report to the Team Leader – Housing Project
- Liaise with all Divisional Heads, Finance and Accounts staff;
- Liaison with all Deputy Secretaries, Senior management Team & Director as/when required;
- Liaise with Legal Officer, Internal Auditor as and when required.

###### (b) External

- Liaise closely with Hardware and building material Suppliers;
- Building Service providers, Builders and Contractors;
- PNG Power, Eda Ranu Limited, NCDC;
- Department of Works, Department of Lands & Physical Planning Department.



## 6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 6.1 Rules & Procedure

- Public Finance (Management) Act and related instructions;
- Public Service (Management) Act and General Orders;
- PNG Vision 2050, Development Strategic Plan (2010 – 2030);
- Internal Department of Finance Policies and Procedures.

### 6.2 Recommendations:

- Provide recommendation to the Assistant Secretary Budget & Projects Management through the Team Leader – Housing, pertaining to the branch matters.

### 6.3 Decisions:

N/A

## 7. CHALLENGES

- Limited personnel capacity may add constrain on workload, pressure and personal health and wellbeing. In addition, gaps created as a result of staff turn-over or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- Keeping update with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;

## 8. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications & Work Experience:

- A Bachelor degree in Property Management is essential;
- Have a degree in Land Studies or Land Management;
- Over 7 years work experience in the Public Service/Agency;
- Have more than 5 years' relevant experience in property management or similar fields;
- Possess an equivalent level of experience with similar responsibilities in Procurement, Project Management, building/property management and related field.

### Knowledge:

- Fair knowledge on GoPNG Procurement System, relevant stakeholders & their respective roles;
- Knowledgeable with National Procurement Act (NPC 2018) and its processes;
- Sound knowledge of the Building Act & Building Regulation, the Land Acts;
- Physical Planning Act, Survey Act & Valuation Act and the NCDC Land Tax Act;
- Sound knowledge of health, safety, occupational work place issues;
- Honest, respect and trust is a must which set the foundation for Team work;
- Commitment to work for DOF as a central agency and support work values and principles.

### Skills and Abilities:

- Effective Leadership and management skills;
- Excellent Interpersonal and Public Relations skills;
- Ability to self-motivate and work with less/no supervision;
- Well-developed communications skills (written/verbal/non-verbal);



- Effective abilities in negotiation, presentation and receiving and providing feedbacks;
- Strong ability to manage multiple tasks, prioritize and meet deadlines;
- Ability to use initiative and be creative/innovative to improve tasks, systems & process;
- Ability to establish and maintain positive working relationship with colleagues/stakeholders.

**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 **SENIOR HOUSING OFFICER, GR. 14**. 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: ..... (*print*)

Employee Signature: ..... Date: .....

Supervisor Name: ..... (*print*)

Supervisor Signature: ..... Date: .....

Division Head Name: ..... (*print*)

Division Head Signature: ..... Date: .....