



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24.9.25

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DOFGOAC.017
OFFICE:	<b>DESIGNATION/CLASSIFICATION:</b> TEAM LEADER ARCHITECT/BUILDER, GRADE16	
DIVISION: GOAC	<b>LOCAL DESIGNATION:</b> TEAM LEADER ARCHITECT/BUILDER- GOVERNMENT PROPERTY/BUILDING	
BRANCH: GOVERNMENT PROPERTY/BUILDING DEVELOPMENT	REPORTING TO: DIRECTOR GOAC SYS. POS. NO: REF. NO: DFGOAC.001	
SECTION: PROJECT	<b>LOCATION:</b> TWIN TOWER (1)	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Revise, rename, redesign

#### 2. PURPOSE

Responsible for planning, organising, directing, monitoring and coordinating all implementation of development projects on state leased/owned properties throughout Papua New Guinea. Also provides technical support on Government Office Development projects within the Waigani office precinct and other upcoming related projects. That includes the management of contractual obligations for refurbishment, fit-out works and project management of Government office development projects nationwide.

#### 3. DIMENSIONS

The Team Leader Architect/Builder reports to the Director for Government Office Allocation Committee.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Support and assist the Director GOAC to take the lead in coordinating and facilitating project management duties on Government Office Development projects;
- II. Effective management of the government owned portfolios;
- III. Provide sound advice to the Director on the operational aspects of government office buildings;
- IV. Provide support to the Director in managing and directing the operations of the branch including cleaning, gardening, pest control and coordinating repairs and maintenance of Government office buildings on a daily basis;
- V. Effective management of health and safety issues in Government office buildings.

#### 5. MAJOR DUTIES

- Develop government office master plans & designs for proper office layout;
- Provision of office designs in line with global sustainable strategies on construction and office retrofits.
- Develop and design quality, state of the art and affordable office accommodation for provincial office requirements;

- Seek approval from appropriate authorities for documentation, tender and secure construction contracts for implementation.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports to the Director GOAC and liaises with DOF Technical Advisors on Government Office Development matters.

#### (b) External

- Liaises with PM & NEC, DPM, Statutory Departments/Agencies, Commercial Banks, NCDC and the Lands & Physical Planning on all matters concerning the work of GOAC.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.
- Chapter 301, PNG Building Regulations
- National Procurement Act (2018)

### 7.2 Recommendations:

- Provide recommendations to the Assistant Secretary for Government Office Development on architectural and building matters;
- Recommend to the Assistant Secretary for Government Office Development on possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendations to be brought to the attention of Director-GOAC, the Deputy Secretary Strategy and Governance and Secretary Finance/GOAC Chairman through the Assistant Secretary for Government Office Development.

## 8. CHALLENGES

- Assisting the Director GOAC with branch activities in accordance with work plans;
- Keeping update and awareness with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations;

- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS) in Cloud mode, Document Management, Lease Management and the Learning Management Systems.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A Bachelor's Degree in Building Construction, Architecture, Project Management or other relevant discipline;
- Current registered membership with PNG Institute of Builders, Architects and Valuers.
- Minimum of 6-10 years significant amount of relevant work experience in Architectural drafting and building cost estimations;
- Exposure working in similar roles;
- Hands on experience in the use of Auto Cad, Auto Desk Revit, Buildsoft and CostX software programs.

### Knowledge:

- In-depth knowledge and understanding of the range of Acts, Laws and Policies governing the work of GOAC, DOF and the Public Service;
- Advanced architectural or engineering knowledge is an advantage;
- Demonstrated knowledge and understanding of architectural drafting, building cost analysis and contract administration.

### Skills and Abilities:

- Provide intellectual and professional advice;
- Have the leadership abilities to support management decision making;
- Possess initiative and good mature judgement in problem solving;
- Provide intellectual and professional leadership abilities and qualities;
- Provide high level skills in management, project development, implementation, monitoring and evaluation;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Proficient presentation and facilitation skills;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.

**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.

