



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DOFGOAC.018
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SENIOR PROPERTY/BUILDING OFFICER, GRADE 14	
DIVISION: GOAC	LOCAL DESIGNATION: SENIOR PROPERTY/BUILDING OFFICER- GOVERNMENT PROPERTY/BUILDING	
BRANCH: GOVERNMENT OFFICE DEVELOPMENT	REPORTING TO: TEAM LAEDER ARCHITECT/BUILDER SYS. POS. NO: REF. NO: DFGOAC.018	
SECTION: PROPERTY/FACILITIES	LOCATION: TWIN TOWER (1)	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Transferred from DPM

2. PURPOSE

Administer and provide leadership in ensuring the well-being and sustainability of the government owned office building, such as Central Government Office, Morauta and Manasupe Haus. Also, to ensure office conditions are up to standard for tenants in all government leased office accommodation.

3. DIMENSIONS

Reports to the Team Leader Architect/Builder and works closely with the Branch Team Members for a common goal.

4. PRINCIPAL ACCOUNTABILITIES

- I. Effective management of the Government owned office portfolios;
- II. Report, liaise and provide sound advice to the Assistant Secretary for Government Office Development on the operations of Central Government Office, Manasupe and Morauta Haus;
- III. Support effective management and direction of government owned/leased office facilities;
- IV. Ensure to provide the required support and assistance to the team in ensuring effective management of health and safety issues in government owned/leased buildings.

5. MAJOR DUTIES

- Support the Director GOAC in maintaining and overseeing government contracts for service providers in security, car park, cleaning, landscaping and general maintenance repairs;
- Provide constant support to the Director in managing the operations of the branch and obligatory service providers for Central Government Office, Manasupe and Morauta Haus;
- Ensure that all utilities (Water and Power supply) are constantly operational for all government owned/leased properties and implementation of preventative maintenance programs;
- Provide support required for effective and sustainable budgets and ensure cost effectiveness in the management of ongoing projects within government office development;
- Maintain support to the team and provide advice to businesses on increasing energy efficiency and cost effective strategies on provision of utility services to the state;

- Provide reports and solutions on relocation and backfilling plans for Government agencies requiring office spaces;
- Ensure that all state owned/leased buildings make allowance for People Living with Disabilities as it is a mandatory requirement.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Director GOAC and liaises with the branch team members on Government Office Development matters.

(b) External

- Liaise closely with nominated building suppliers on prices of building materials
- Oversee Building Contractors and other service providers that are contracted to maintain State owned/leased buildings;
- Liaise with PNG Power, Water PNG, NCDC and Lands on GOAC matters;
- Liaise with Departments of Works, Lands and Physical Planning and National Planning on GOAC planned projects.

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 Director GOAC on the branch activities.

7.3 Decisions:

- N/A

8. CHALLENGES

- Limited capacity may add constraint 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 limitation;
- 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;
- 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

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A Bachelor's Degree in Property/Building Management or Lands/Surveying;
- Current registered membership with PNG Institute of Builders, Architects and Property Valuers.
- Have over 5 years' relevant work experience in Property Management, Procurement, Project Management or similar fields;
- Exposure working in a similar role.

Knowledge:

- Knowledge of Procurement Act 2018 and its processes;
- Sound knowledge of Building and the Lands Acts;
- Physical Planning, Survey, NCDC Lands, Tax and Valuation Acts;
- Sound knowledge of Occupational health and safety and work place issues;
- Be knowledgeable on the Public Service Management Act (1995); General Order 2014 and Public Service Code of Business Ethics and Conduct;
- Knowledge of Microsoft programs.

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 negotiations and presentation skills;
- Efficient in receiving information and providing feedbacks;
- Strong ability to manage multiple tasks, prioritize and meet deadlines;
- Ability to be highly organised and to respond to pressure;
- Ability to use initiative and be creative/innovative to improve tasks, systems & processes;
- Ability to establish and maintain a 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.

