

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**Date 24.9.25**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DOFGOAC.020
<b>OFFICE:</b> Level 4, Twin Tower 1	<b>DESIGNATION/CLASSIFICATION:</b> PROPERTY/BUILDING OFFICER, GRADE 12	
<b>DIVISION:</b> GOAC	<b>LOCAL DESIGNATION:</b> PROPERTY/BUILDING OFFICER	
<b>BRANCH:</b> GOVERNMENT OFFICE DEVELOPMENT	<b>REPORTING TO:</b> Senior Property/Building Officer <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFGOAC.018	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER (1)	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	23.01.2021	Revise, rename, redesign

**2. PURPOSE**

Provide assistance and support to the Team Leader Architect/Builder with the planning, organizing, directing, monitoring and implementation of government office development projects nationwide. This includes providing continuous support in contractual obligations for refurbishment, fit-out works and project management of government office development.

**3. DIMENSIONS**

The Project/Building Officer reports to the Assistant Secretary for Government Office Development and provides continuous support to Manager Architect/Builder and works alongside branch team members.

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Support the team in the branch in facilitating government office development projects;
- II. Assists in providing sound advice to the Manager Architect/Builder on the operational aspects of government office buildings.
- III. 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**

- Maintain constant dialogue with Architects, Engineers, Developers and Stakeholders on government office development projects;
- Assist and provide support to the branch in terms of monitoring and evaluation of projects in close consultation with the Architect or Engineer;
- Support the team in ensuring that construction projects are implemented in accordance with GOAC requirements for office space.
- Assist and support with monitoring project timelines from inception to completion;
- Maintain dialogue with contractors in ensuring that they comply with laws and standards and terms and conditions of the contract;
- Provide support and assistance with periodic reports, annual work plan, annual reports to the Assistant Secretary for Government Office Development.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports to the Assistant Secretary for Government Office Development 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 Assistant Secretary for Government Office Development through the Manager Architect/Builder 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;
- 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 work and conducive to shared employee well-being;
- Keeping update and awareness with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A Bachelor's Degree in Architecture/Building and Project Management;
- Current registered membership with PNG Institute of Builders, Architects and Property Valuers.

- Have 5 years' significant amount of relevant work experience;
- Experience in Architectural drafting and project management;
- Advanced experience in the use of Auto Cad programs and Microsoft applications;

**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;
- Effective of building and project management/coordination;
- Knowledge and understanding of architectural drafting and building management processes;

**Skills and Abilities:**

- Possess the abilities and qualities to support management decision making;
- Ability to take initiative with good mature judgement in problem solving;
- Effective level of negotiation, communication and interpersonal skills;
- Excellent planning, organisation and implementation skills;
- Have the ability to provide effective assistance, support and intellectual advice to the team;
- Have the required skills in property management, monitoring and evaluation;
- Have the ability to cope/manage stress and work effectively under pressure;
- 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.

