



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITMET-063
DEPARTMENT: TRADE, COMMERCE AND INDUSTRY	DESIGNATION/CLASSIFICATION: SENIOR LEGAL METROLOGIST - GRADE 11	
OFFICE/AGENCY: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	LOCAL DESIGNATION: SENIOR LEGAL METROLOGIST	
DIVISION: METROLOGY	HIGHEST SUBORDINATE:	POS. NO.:
BRANCH: LEGAL METROLOGY	IMMEDIATE SUPERVISOR: MANAGER LEGAL METROLOGY	POS. NO.: NISITMET-062
SECTION: SAFETY & ENVIRONMENT	LOCATION:	BOROKO, NCD

HISTORY OF POSITION

DPM FILE NO:	DATE OF VARIATION	DETAILS
	01.03.2017	Reno/Redes/Reclass/Revise duties.

1. PURPOSE & FUNCTIONAL OBJECTIVE OF THE POSITION

The Senior Legal Metrologist (Safety & Environment) is responsible to:

- Lead and coordinate legal metrology activities related to safety and environmental applications, with direct oversight of pressure, force, torque, and electrical measurement domains.
- Support NISIT's mission to uphold measurement integrity, protect public safety, and promote sustainable development through accurate and legally traceable measurements.

2. ACCOUNTABILITIES

The Senior Legal Metrologist (Safety & Environment) shall report to the Manager – Legal Metrology on all matters regarding the Section's functions and objectives, and occupational duties as follows:

- Supervise verification and compliance activities for pressure, force, torque, and electrical measuring instruments.
- Ensure traceability of reference standards and oversee calibration procedures across assigned domains.
- Provide expert advice and documentation to support enforcement and regulatory actions.
- Engage stakeholders to promote awareness and collaboration in safety and environmental metrology.

3. MAJOR DUTIES (JOB FUNCTIONS):

3.1 Key Roles

The roles of the Senior Legal Metrologist (Safety & Environment) include but are not limited to the following:

- **Team Leader:** Guide and mentor metrologists in pressure, force, torque, and electrical disciplines, ensuring consistent delivery of verification services.
- **Compliance Strategist:** Interpret and apply legal tolerances based on OIML, ISO, and PNG standards across safety and environmental sectors.
- **Technical Advisor:** Provide high-level technical input to regulatory bodies, industry partners, and internal teams.
- **Policy Contributor:** Assist in drafting SOPs, technical guidelines, and policy recommendations for safety and environmental metrology.
- **Records Supervisor:** Oversee documentation systems to ensure audit readiness and legal traceability.

3.2 Key Responsibilities

The Senior Legal Metrologist (Safety & Environment) is responsible for the following:

- Coordinate verification of instruments such as pressure gauges, safety relief valves, torque wrenches, force transducers, and electricity meters.
- Ensure conformity assessment procedures are aligned with OIML R105, R90, R60, R46, ISO 4126, ISO 6789, ISO 376, IEC 62052/62053, and other relevant standards.
- Lead field campaigns and inspection programs in collaboration with other stakeholders.
- Review and endorse verification reports, calibration certificates, and inspection findings.
- Support training and capacity-building initiatives for junior officers and external partners.
- Maintain impartiality, confidentiality, and occupational safety in all operations.

4. POSITION AND PERSON SPECIFICATIONS:

4.1 Qualifications;

- Bachelor's degree in Physics, Engineering, Applied Sciences, or a related discipline.
- Advanced understanding of pressure, force, torque, and electrical measurement principles.
- Knowledge of PNG Legislations relating to Metrology and international standards such as OIML and ISO/IEC 17025.

4.2 Knowledge & Skills

- Sound understanding of measurement and instrumentation.
- Good written and oral communication skills.
- Computer literate.

4.3 **Work Experience**

- Minimum three years of experience in legal metrology, calibration, or regulatory enforcement.
- Proven leadership in coordinating technical teams and stakeholder engagement.
- Strong background in documentation, policy development, and compliance reporting.

4.4 **Personal Characteristics/Attributes**

The Officer should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the division and organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the division and organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the division and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the divisional and organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance divisional or organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the division.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the division.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the division forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the division.

5. **WORKING CONDITIONS:**

- Frequent field visits to industrial sites, fuel depots, utility stations, and remote areas.
- Use of specialized verification kits, calibration rigs, and safety testing equipment across assigned domains.
- Full-time work schedule with flexibility for field operations and stakeholder meetings.
- Mandatory use of PPE and adherence to NISIT safety protocols.
- Exposure to outdoor, industrial, and occasionally hazardous environments during verification tasks.
- Officer may be required to work evenings, weekends, or public holidays to support field campaigns, trade operations, or regulatory requirements.