



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITSTD.107
DEPARTMENT: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: SENIOR PROJECT COORDINATOR – BUILDING STANDARDS, GRADE 11	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: STANDARDS DEVELOPMENT	HIGHEST SUBORDINATE:	POS. NO.:
BRANCH:	IMMEDIATE SUPERVISOR: MANAGER –INFRASTRUCTURE AND SERVICES STANDARDS	POS. NO.: NISITSTD.106
SECTION:	LOCATION: PORT MORESBY, NATIONAL CAPITAL DISTRICT	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS

1. Purpose

Apart from his/her own responsibilities over standard development work in the food area, the Senior Projects Coordinator will also work with the Project Coordinators responsible for standards and related activities in the building, construction, infrastructure and services fields. He/She is responsible for supervising all the standards development work according to the approved annual and quarterly works programme set by the Executive Manager and Section Manager.

2. Roles and Responsibilities

- Supervise and monitor Project Coordinators working on building, construction, infrastructure and services standards development and related activities on a daily basis; to ensure that timeframes specified in the quarterly works programme, as well as in their respective secretariat work programs, are met.
- Report and provide advice to the Section Manager on matters pertaining to building, construction, infrastructure and services standards development and related activities in Papua New Guinea.
- Work with the Section Manager and relevant industry and Government agencies in identifying the standards development needs in the building, construction, infrastructure and services and related fields.

- Provide additional support to the Section Manager for effective implementation of the annual and quarterly sectional works programme.
- Liaise with the Section Manager in identifying, assessing and managing potential risks in the development process for building, construction, infrastructure and services standards.
- Understand and implement the requirements and elements involved in Standards Development.
- Understand and advise Project Coordinators on all matters pertaining to the development, adoption and review of standards as per NISIT Standardization Directives and other national policies.

3. Qualification

- Bachelor's Degree in Civil Engineering, Building and/or related field from a recognized University or Institution.

4. Knowledge

- Sound knowledge of the construction and building industry, and related standards, policies, legislations and/or best practices.
- Good knowledge of construction and engineering design standards used in the industry.
- Knowledge and understanding of the standards development process.
- Must be computer literate.

5. Positive attitude

- Open-minded and collaborative.
- Team player.
- Displays excellent attention to technical details.
- Eager to learn and share information/knowledge with colleagues.
- Recognize the importance of working with professionals in different fields to get projects completed within budget.
- Complete tasks on time.
- Cooperative.

6. Skill

- Ability to adapt to situations.
- Have strong project management skills.
- Have a strong analytical mindset and skills.
- Ability to plan, manage, and implement work programs and monitor progress.
- Ability to manage and advice Construction Standards Committee on matters relating to standards development activities.
- Able to work with minimal supervision.
- Able to identify and respond to the industry's needs as and when required.
- Possess excellent research skills.
- Ability to solve problems.

7. Experience

- Minimum of 5 years work experience in the construction, building, or civil engineering field.
- Some experience in working with standards in the industry.
- Some experience in project management involving key stakeholders in the construction industry.
- Experience in planning and organizing meetings/seminars/workshops.

8. Performance Criteria

Success in this position will be measured by,

- Implementation of the quarterly sectional works programme.
- Timely completion of standards development work.
- Revision of priority Standards with the view to keeping them current for use in PNG, and ensuring they continue to be aligned to International Standards.
- Maintenance of a good working relationship between technical committee members and industry representatives to ensure the benefits of Standards are recognized.
- Maintenance of an effective Construction Standards Committee, Sub-Committees, and Working Groups for standards development processes.

Organization Relationship

(See organization Structure of Standards Development Division).