



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITSTD.111
DEPARTMENT: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: SENIOR PROJECT COORDINATOR – FOOD STANDARDS, GRADE 11	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: STANDARDS DEVELOPMENT	HIGHEST SUBORDINATE:	POS. NO.:
BRANCH:	IMMEDIATE SUPERVISOR: MANAGER – CHEMICAL & BIOLOGICAL STANDARDS	POS. NO.: NISITSTD.110
SECTION:	LOCATION: PORT MORESBY, NATIONAL CAPITAL DISTRICT	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
MP 6-1-NISIT	28.09.2006	Reno/Redes/Reclass/Revise duties.

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 biology and chemical 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 biological and food 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 food, biological, and chemical 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 food, biological, chemical 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 food, biological and chemical 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

- Bachelors Degree in Biology, Applied Science-Chemistry Major, and/or Food Technology from a recognized University or Institution.

4. Knowledge

- Sound knowledge of biology, food, chemical; and related standards, policies, legislations and/or best practices.
- Good understanding of the principles of standards development listed in the WTO-TBT Agreement and recognized by ISO, IEC, and all other regional and national standards writing bodies.
- Good knowledge of the CAC, IPPC, OIE, ASME, and related standards.
- Some knowledge and excellent understanding of the standards development process.
- Experience in managing Technical Committees work.
- 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 subordinates and encourages delegation.
- Complete tasks on time.
- Cooperative.

6. Skill

- Ability to adapt to situations.
- Have strong project management skills.
- Have strong analytical mindset and skills.
- Have good supervisory skills
- Ability to plan, manage, and implement work programs and monitor progress.
- Ability to manage and advice Project Coordinators on all 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 food, biological, and chemical related industry.
- Some experience in working with standards in the industry.
- Experience in project management involving key stakeholders in the industry.
- Experience in planning and organizing meetings/seminars/workshops.

8. Performance Criteria

Success in this position will be measured by;

- Implementation of the section's quarterly works programme.
- Timely completion and reporting 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.
- Encourage good working relationship between technical committee members and their Secretariats to ensure standards development work is carried out effectively and efficiently.
- Maintain effective Technical Committees, for efficient biological, food and chemical standards development processes.

Organization Relationship

(See organization Structure of Standards Development Division).