



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITSTD.116
DEPARTMENT: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: SENIOR PROJECT COORDINATOR – ELECTRICAL APPLIANCES AND MECHANICAL STANDARDS, GRADE 11	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: STANDARDS DEVELOPMENT	HIGHEST SUBORDINATE:	POS. NO.:
BRANCH:	IMMEDIATE SUPERVISOR: MANAGER – ELECTRICAL AND MECHANICAL STANDARDS	POS. NO.: NISITSTD.115
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 standards development work in the electrical, electronic, renewable energy and mechanical areas, the Senior Projects Coordinator will also work with the Project Coordinators responsible for standards and related activities in the electrical, electronic, renewable energy and mechanical 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 electrical, electronic, renewable energy and mechanical 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 electrical, electronic, renewable energy and mechanical 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 electrical, electronic, renewable energy and mechanical 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 electronics, electrical, renewable energy and mechanical 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 the NISIT Standardization Directives and other national policies.

3. Qualification

- Bachelor's degree in Electrical Engineering and/or Applied Science majoring in Physics or Electronics or Mechanical Engineering from a recognized tertiary institution.

4. Knowledge

- Sound knowledge of electrical, electronic, renewable energy and mechanical engineering; 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 IEC, AS, AS/NZS, etc...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 a electrical, electronic, renewable energy and mechanical engineering 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 electrical, electronic, renewable energy and mechanical standards development processes.

Organization Relationship

(See organization Structure of Standards Development Division).