



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITSTD.118
DEPARTMENT: NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: PROJECT COORDINATOR -MECHANICAL STANDARDS, GRADE 9	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: STANDARDS DEVELOPMENT	HIGHEST SUBORDINATE: NIL	POS. NO.:
BRANCH:	IMMEDIATE SUPERVISOR: SENIOR PROJECTS COORDINATOR – ELECTRICAL APPLIANCE STANDARDS	POS. NO.: NISITSTD.116
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

The Officer is responsible for managing all and related standards development work in the Field of Mechanical Engineering and related; implementing the Standards Development Directives and coordinating the functions and programs of the Mechanical Standards Committee Secretariat; including coordination of specific tasks and activities of Sub-Committees or Working Groups created under the Mechanical Standards Committee.

2. Roles and Responsibilities

- Coordinate the functions and programs of the Mechanical Standards Committee and its Secretariat.
- Provide advice to the Manager, Electrical and Mechanical Standards on matters pertaining to Mechanical Standards development and related activities in Papua New Guinea.
- Liaise with members of the Mechanical Standards Committee in ensuring that all Mechanical Standards are reviewed, developed and/or adopted for use in Papua New Guinea are aligned to International Standards as per the WTO-TBT requirements.
- Understand and implement the requirements and elements involved in standards development.

- Provide additional support to the Manager, Electrical and Mechanical Standards for effective implementation of its work program.
- Liaise with Senior Projects Coordinator, Electrical Appliance and Mechanical Standards in managing possible risks in the Mechanical Standards Committee work programs.
- Liaise with Senior Projects Coordinator, Electrical Appliance and Mechanical Standards and Manager, Electrical and Mechanical Standards regarding needs in Mechanical Engineering and related fields, and develop standards-based solutions to address the needs.

3. Qualification

Bachelors Degree in Mechanical Engineering and/or related field from a recognized University or Institution.

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4. Knowledge

- Sound knowledge of Mechanical Engineering and related standards, policies, legislations and/or best practices.
- Good knowledge of Mechanical Standards used in the industry.
- Some 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 subordinates and encourages delegation.
- 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 Mechanical 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 3 years work experience in mechanical engineering and related industry.
- Some experience in working with standards in the industry.
- Some experience in project management involving key stakeholders in the mechanical engineering and related industry.
- Experience in planning and organizing meetings/seminars/workshops.

8. Performance Criteria

Success in this position will be measured by,

- Implementation of the annual Mechanical Standards Secretariat work program.
- 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 Mechanical Standards Committee, Sub-Committees, and Working Groups for standards development processes.

Organization Relationship

(See organization Structure of Standards Development Division).