



**OMBUDSMAN COMMISSION  
OF PAPUA NEW GUINEA**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>OMBUDSMAN COMMISSION</b>	<b>Sequence. NO:</b> 47	<b>Position. NO:</b> EME20
<b>DESIGNATION/CLASSIFICATION:</b>	Senior Civil Engineer - Contract "C", GR10	
<b>DIVISION:</b> Engagement, Monitoring & Evaluation	<b>LOCAL DESIGNATION:</b> Head Office, Port Moresby	
<b>BRANCH/UNIT:</b> Team 3- SOE	<b>REPORTING TO:</b> TL Team 3- SOE	<b>Position No</b> EME18
<b>HIGHEST SUBORDINATE</b> Civil Engineer	<b>Position No:</b> EME22	

**HISTORY OF POSITION**

<b>POSITION REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
EME20(New)	OC Decision No. M5-2024 of 23.05.2024	As a result of Organizational Restructure

**2. PURPOSE**

Senior civil engineer will oversee the design and building of large construction projects, including roads, railways, airports, bridges, dams, sewerage systems, pipelines, and buildings. They prepare project plans, inspect designs, and manage budgets and resources.

**3. ACCOUNTABILITIES**

- Managing the planning and design stages of civil engineering projects.
- Performing due diligence on the impact and feasibility of new construction sites.
- Overseeing all project stages from preliminary layouts to final engineering designs.
- Surveying new construction sites and assessing existing structures for upgrades.
- Designing and recommending improvements to computer-aided design (CAD) software drawings and schematics.
- Performing cost estimations and preparing project budgets.
- Preparing work schedules and allocating resources, as well as supervising junior engineers, construction managers, workers, technicians, and contractors.
- Ensuring that civil engineering projects are completed on time and within budget.
- Inspecting completed projects for compliance with industry codes, specifications, and safety standards.
- Documenting processes and presenting project progress updates to the Commission, Senior Managers and stakeholders.

**4. MAJOR DUTIES**

- Assessing potential risks, materials and costs involved in a project.

- Providing technical advice and creative solutions for construction challenges
- Overseeing projects from start to finish to ensure high standards of construction and safety are maintained
- Leading and directing the construction team and supervising on –site progress.
- Engaging in feasibility studies and writing bid proposals and environment impact
- Ensuring project compliance with legal guidelines, environmental directives, and health and safety requirements.
- Coordinating with contractors, architects, and other project stakeholders.
- Utilizing computer- aided design software and resources to design the frameworks of infrastructure system.
- Scheduling material and equipment purchases and deliveries
- Making sure the projects complies with requirements, especially health and safety

## **5. NATURE AND SCOPE**

Senior civil engineers oversee the design and building of large construction projects, including roads, airports, bridges, dams, sewerage systems, pipelines, and buildings. They prepare project plans, inspect designs, and manage budgets and resources.

### **5.1 WORKING RELATIONSHIP**

#### **a) Internal**

- Secretary to the Commission, Members of Commission
- Divisional Directors, Team Leaders and Officers

#### **b) External**

- NCDC Commission
- Departments of Treasury, Finance, Department of National Planning and Monitoring, Works

### **5.2 WORK ENVIRONMENT**

Perform under the ambit of the Constitution, the Organic Law on Ombudsman Commission (OLOC), National Procurement Commission Act, OC HR Manual, OC Financial Procedural Manual and other related Policies that governs the operations of the Commission.

## **6. QUALIFICATIONS, EXPERIENCES AND SKILLS**

#### **(a) Qualifications:**

- Bachelor's degree in civil engineering.
- State-licensed and certified civil engineer.

#### **(b) Knowledge:**

- Conversant with National Policies and Strategies of the Government, Sector and of the Commission.
- Conversant with Public Service (Management) Act 1995, Public Finance (Management) Act 1995, Public Finance Management Manual, the Constitution and the OLOC, National Procurement Commission Act.


- Has adequate knowledge of the PSGO, OC HR Manual, OC Financial Procedural Manual other the Policies that govern the OC Operations.
- Knowledge of contemporary leadership and management development.
- Apply fair and equitable management practices to all aspects of work.

**(c) Skills:**

- Licensure as a Professional Engineer (PE) is often required, particularly for positions involving the supervision of projects or other engineers.
- Relevant experience through internship or co-programs can be highly beneficial.

**(d) Work Experience:**

- A minimum of 7 years' experience working as a senior civil engineer on similar projects.
- Proficiency in civil engineering project management software.




**RICHARD PAGEN**  
**CHIEF OMBUDSMAN**

Date: 07/08/25



**TABITHA SUWAE**  
**OMBUDSMAN**

Date: 04/08/25



**KEVIN KEPORE**  
**ACTING OMBUDSMAN**

Date: 04/08/2025