



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	Sequence. NO: 49	Position. NO: EME22
DESIGNATION/CLASSIFICATION:	Civil Engineer – Grade - GR8	
DIVISION: Engagement, Monitoring & Evaluation	LOCAL DESIGNATION: Head Office, Port Moresby	
BRANCH/UNIT: Team3- SOE	REPORTING TO: Senior Civil Engineer Team 3	Position No EME20
HIGHEST SUBORDINATE Nil	Position No: Nil	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
EME22 (New)	OC Decision No. M5-2024 of 23.05.2024	As a result of Organizational Restructure

2. PURPOSE

The Civil Engineer will be responsible for inspecting and assessing project infrastructure across Papua New Guinea Government Funded Project sites. This role ensures that projects meet regulatory standards, quality benchmarks, and are executed in compliance with approved plans and budgets. The ideal candidate will have extensive experience in civil engineering, project management, and regulatory compliance.

3. ACCOUNTABILITIES

- Conduct thorough inspections of Government funded infrastructure projects, including roads, bridges, buildings, and other public works.
- Evaluate project compliance with approved engineering plans, specifications, and regulatory standards.
- Identify and document any deviations from project plans and standards, and recommend corrective actions.
- Ensure that construction materials and techniques meet established quality standards.
- Providing monthly briefs to MoC on infrastructure projects.

4. MAJOR DUTIES

- Identify and document any deviations from project plans and standards, and recommend corrective actions.
- Verify that projects adhere to relevant local, national, and international regulations and guidelines.

- Ensure environmental and safety standards are maintained throughout project execution.
- Prepare detailed inspection reports, highlighting findings, compliance issues, and recommended improvements.
- Maintain comprehensive records of inspections, including photographs, drawings, and correspondence.
- Liaise with government officials, contractors, and other stakeholders to communicate findings and facilitate improvements.
- Provide technical advice and support to the junior engineers and other relevant bodies.
- Participate in the development and implementation of best practices for project inspection and quality assurance.
- Stay updated with the latest advancements in civil engineering and construction technology.

5. NATURE AND SCOPE

A Civil Engineer manages construction projects, conducts site investigations, assesses risks, and ensures safe project completion. They collaborate with stakeholders, provide technical expertise, and oversee structure implementation.

5.1 WORKING RELATIONSHIP

a) Internal

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

b) External

- Department of Works
- NCD Commission
- Departments of Treasury, Finance, Department of National Planning and Monitoring, Department of Personnel Management (DPM), and other related agencies.

5.2 WORK ENVIRONMENT

Perform under the ambit of the Constitution, the Organic Law on Ombudsman Commission (OLOC), National Procurement Commission Act, OC Terms & Condition, 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 or a related field from an accredited institution.
- Professional engineering license (PEng) or equivalent certification is preferred.

(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.

(c) Skills:

- Strong knowledge of civil engineering principles, construction practices, and regulatory requirements.
- Excellent analytical and problem-solving skills.
- Proficiency in project management software and tools.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and a commitment to high-quality work.
- Willingness to travel extensively within Papua New Guinea.
- Valid driver's license.

(d) Work Experience:

- Minimum of 10 years of experience in civil engineering, with a focus on infrastructure project inspection and quality assurance.
- Experience working on government or public sector or private sector projects is highly desirable.
- Strong project management, communication, and engineering skills are essential.



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 01/08/25



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025