



Papua New Guinea Public Service Position Description



1. IDENTIFICATION

AGENCY: Department of Works & Highways		SYSTEM POSITION NO:		REF NO: 60HM01	
OFFICE: Works		DESIGNATION/CLASSIFICATION: Deputy Secretary (Highways Management) - Grade 19			
DIVISION: Highways Management		LOCAL DESIGNATION: Executive Director – Highways Management			
BRANCH: Office of the Executive Director (HM)		REPORTING TO: Secretary	SYS. POS. NO: DOW0000000	REF: 60EX01	
SECTION:		LOCATION: Headquarters, Boroko			

History of position

File ref:	Date of variation	Details
TBC	New Position	New position

2. PURPOSE

Reporting to the Secretary, the position of **Executive Director, Highways Management**, contributes to the implementation of **Connect PNG**, the **National Road Network Strategy (NRNS)**, the **DOWH Corporate Plan**, and other key Government reform initiatives in the road subsector by providing strategic leadership to the Department's execution of Connect PNG and NRNS targets specified in the 5-year Works Program and the **DOWH Corporate Plan**.

3. DIMENSION

The development of the Transnational Highways and related National Highways (National Roads) constitute a core mandate of the Department to ensure PNG's National Road Network is extended and sustainably managed, within the scope of **Connect PNG** and the **NRNS**. The dimension of the position is very broad, impacting the whole of the Department's strategies, programs and policies relating to the development and management of the national road network, focusing on the development of identified key roads under the Connect PNG Program.

The position has direct impact on the preparation, negotiations and allocation and execution of works program budget valued at over PGK1.5 billion annually.

The Executive Director is expected to exercise independent judgement on professional adequacy of network strategy and planning submissions and documents in respect to design, depth, consistency, and value to the Secretary's performance obligations with the Minister and the government's policy on the Connect PNG Program and the National Road Network Strategy.

4. PRINCIPAL ACCOUNTABILITIES

1. Advance the achievement of strategic objectives of **Connect PNG, National Road Network Strategy (NRNS)**, and the **DOW Corporate Plan**, to ensure delivery of the **Connect PNG** and **NRNS** targets
2. Ensure implementation & monitoring the department's governance strategy to ensure highest level of governance practice and culture is maintained throughout the department.
3. Implement key DOW organizational responsibilities to improve the department's performance.

5. MAJOR DUTIES

I. Advance the achievement and sustainability of Connect PNG, the National Road Network Strategy (NRNS), and the and the DOW Corporate Plan.

Under the direction of the Secretary, provide strategic oversight and:

1. Implement the road sector development strategies, goals, projects, and programs of PNG Connect.
2. Implement the NRN multi-year maintenance priorities against planned performance condition targets for core priority roads, non- core priority roads and other national roads.
3. Implement the NRN multi-year maintenance priorities against planned performance condition targets for core priority roads, non- core priority roads and other national roads.
4. In collaboration with Network Planning, ensure contribute to the Department's strategic goal of improving the National Road Network condition in line with the NRN Strategy targets.
5. To undertake high level engagement with strategic partners to secure funding and capacity development to enhance and embed strategic approach to asset management in DOWH.
6. Lead the development of the annual and five-year work programs and the related financing and budgetary plans and implement Long-term Performance Contracts on major Connect PNG road development and maintenance programs.
7. Implement the **DOW Contractor Performance Management System** to ensure full adherence to contractual conditions and adherence to DOW Design Standards, implement customised local measures to improve contractor performance, and provide regular reports to the Secretary on the performance of road contractors.
8. Provide technical advice on and oversight the implementation of PNG Connect and the National Road Network Strategy, including the adoption of new road construction and develop technology.
9. Regularly consult with the Provincial Administrations and the District Development Authorities in relation to the implementation of PNG Connect and the National Road Network Strategy in areas that impact on their scope of road management.
10. Consolidate future direction initiatives and draft concept and policy papers to achieve an affordable and sustainable performance of the NRN and the PNG road network.
11. Incorporate & operationalise the PNG Highway Corporation to implement Connect PNG.

II. In collaboration with Executive Director, Governance & Compliance, implement & monitor the department's Governance Strategy to ensure highest level of governance practice and culture is maintained throughout the department

1. In collaboration with the Executive Director, Governance and Compliance, develop and implement governance and risk frameworks to identify, manage and minimise financial, reputational, and service delivery risks, including the development and implementation of a **DOW Risk Management Framework**, **DOW Code of Conduct** and **DOW Leadership Contract Agreement**
2. In collaboration with Divisional & Senior Managers, implement the Department's **Governance Policy Framework** and consistent with best governance practice principles and the Government approved governance and ethics framework.
3. Ensure the **Leadership Contract Agreement** is fully implemented across the Division to ensure best governance practice principles are establish outcome measures for all programs contributing to the achievement of the strategic outputs of the Department.
4. Comply fully, and ensure staff comply fully, with the Public Service Code of Conduct, all applicable legislation, standards, policies, DPM General Orders, Finance Regulations, and lawful managerial directions in the conduct of the Division's work and workplace behaviour.

III. Implement key organisational responsibilities

1. In partnership with the Secretary and Executive Directors, support and implement the organisational transformation program in DOW to enable it to become a successful road network manager and fulfil mandate.
2. Consistent with the DOW **Staff Performance Management System** and **DPM General Order 5**, ensure that each employee in the wing has their own **Performance and Development Plan** that provides them with clear work direction and development goals.
3. Develop the capacity of each employee in the Division by providing targeted training and developmental opportunities directly relevant to their role and the needs of the Division.
4. Provide the Secretary with regular reports on key issues in the Division and recommendations for any required action.
5. Conduct regular staff meetings weekly to discuss work related issues, identify problems, and develop solutions to enable the effective delivery of functions and services.
6. Undertake efficient, effective, and timely procurement within the Government’s requirements that enables the delivery of the Division’s services on time and within budget.
7. Under the direction of Secretary, maintain effective communication with key stakeholders about the strategies and operations of the Department to secure policy and strategic support for the Department and its role in the whole of government planning and execution of policies.

6. NATURE AND SCOPE

6.1 Working relationships.

Who	Why
<i>Internal</i>	
Secretary	Providing high level advice consistent with the role and responsibilities of the position
Directors and Senior Managers	Consult, inform, and coordinate the implementation of the corporate strategy, plans and programs
<i>External</i>	
Secretaries & Deputy Secretaries (DPM, Treasury, Planning, Local Government & Provincial Affairs, Transport)	<ul style="list-style-type: none"> • Department’s Policies and Strategies • Work Plans and Budgets • Departments corporate performance issues
Provincial & District Administrators	<ul style="list-style-type: none"> • Department’s Policies and Strategies • Work Plans and Budgets
Development Partners	<ul style="list-style-type: none"> • Relevant development funding issues

6.2 Working environment.

The position operates within a highly dynamic and fluid policy and legislative environment, in an organisation that is transforming from a conventional public service environment to a more commercially focused and dynamic business environment.

6.3 Reporting arrangements

(a) Reporting Line

Secretary

(b) Direct Reports (subject to review)

To be confirmed.

(c) Indirect reports

Donor Project Managers

6.4 Budget & Expenditure

Budget: In accordance approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

7. CONSTRAINTS, FRAMEWORKS, AND BOUNDARIES

The position operates with a high degree of autonomy under the direction of the Secretary within the constraints, frameworks, and boundaries set by high-level Government policy and applicable legislation, in particular, the **Public (Services and Management) Act and its regulations**, the **Department of Personnel Management General Orders**, the **Public Finances (Management) Act**, the **National Public Service Code of Conduct**, the **DOWH Leadership Agreement**, the **National Procurement Commission Act**, the **Road (Management and Fund) Act 2020**, the **PNG National Road Network Strategy**, and other associated legislation and policy relevant to the role.

8. CHALLENGES

1. Gaining cooperation, compliance, and engagement to manage and inform Department strategy, portfolio, and governance in an environment of conflicting interests and opinions.
2. Foster and manage internal and external relationships to maximize commitment to and participation in **Connect PNG**, the **National Road Network Strategy**, the **PNG Road Fund**, and the road sector institutional reform program.
3. Manage transformational change to achieve organizational objectives with minimum disruption to operational services delivered by the department.

9. REQUIRED COMPETENCIES

- Demonstrated executive level experience in road and other infrastructure maintenance, rehabilitation, and construction, to specified road technical standards, including developing associated implementation strategies, programs, work plans, programs, and projects.
- Demonstrated senior level experience in providing high level strategic and technical advice on road and other infrastructure maintenance, rehabilitation, and construction, to executive level management in government agencies and public sector organisations, including on projected costings, economic implications, social equity considerations, and environmental impacts.
- Thorough understanding of road and other infrastructure maintenance, rehabilitation, and construction principles and practices, road sector policy issues in PNG and government road sector reform initiatives, including detailed knowledge of the **PNG Road (Management and Fund) Act 2020**, the **PNG National Road Network Strategy**, the **PNG National Transport Plan**, or the capacity to quickly obtain that knowledge.
- Demonstrated senior level experience working with relevant government agencies in PNG in the development of road networks and other public infrastructure.
- Highly developed interpersonal skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and prepare high quality reports.
- Demonstrated capacity to work independently as well as contribute positively to a team environment.

- Competence with a range of computer software programs, including Word, Excel, and PowerPoint and any applicable specialist programs.
- **Compulsory: Bachelor level degree in civil engineering from a recognized institution.** Additional postgraduate qualifications in transport policy, business studies, public administration, environmental studies, or related field will be highly regarded.
- High standards of integrity, professionalism and accountability and the ability to uphold the credibility of the Department.

Core competencies required to be effective in the role:

Capability	Level
Strategic Management & Leadership Practice	Highly advanced
Effective Communication	Highly advanced
Knowledge of Strategic Issues in Transport & Road Sector Infrastructure Development	Highly advanced
Knowledge of Whole of Government Planning Framework	Highly advanced
Business Acumen	Highly advanced
Personal Effectiveness & Relationships	Highly advanced