

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM7009 - Civil Engineer, Projects & Assets

PNG Ports Corporation Limited (PNGPCL) is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside Australia and New Zealand.

PNGPCL continues to develop the capacity of its workforce to deliver high-quality service to all stakeholders and is committed to attracting the highest calibre of professionals who can make a difference to the organization. PNGPCL provides a positive work environment and rewards employees who contribute to its business success.

PNGPCL is inviting **exceptional candidates** to apply for this key role based in Port Moresby:

Civil Engineer - Projects & Assets

Reporting to the Senior Engineer - Projects & Assets, the Civil Engineer - Projects & Assets will assist in ensuring the divisions strategic initiatives and business action plans are implemented in a timely manner. This involves assisting the Senior Engineer to oversee and collaborate with all Project Managers in ensuring compliance to PNGPCL's appropriate project management and contract administration standards and practices. The position will also assist in ensuring PNGPCL's Infrastructure Asset Management Policy and Systems are implemented by the Division.

Key Responsibilities:

- Assist the MPA and Senior Engineer (P&A) to ensure Infrastructure Division's strategic initiatives and business action plans, earmarked in the PNGPCL's Corporate Plan, are prepared, implemented and monitored accordingly
- Assist the MPA and Senior Engineer (P&A) in collaborating with key line functions within the Division to ensure appropriate project management and contract administration standard are applied
- Assist the MPA and Senior Engineer (P&A) in collaborating with key line functions within the division to ensure compliance to PNGPCL's procurement Policies and Procedures
- Assist MPA and Senior Engineer (P&A) collaborate with CIO's office to identify and develop new strategic initiatives for the Infrastructure Division and recommend for inclusion in the Corporate Plan
- As and where required, assist the MPA in consultation with CIO's office to conduct ongoing monitoring, reviews and updating of all procurement processes, project management, contract administration, project filing, asset management systems, and reporting systems for the Division
- Assist the MPA, in consultation with CIO's office, in identifying and coordinating professional networking, development, certification and or training needs of the staff in the Division
- Assist MPA, in consultation with CIO's office, attend to any administrative matters on behalf of the Division with respect to any special projects and or initiatives being endorsed by PNGPCL's Management and or Board
- Assist MPA and Senior Engineer (P&A) implement the Asset Management Policy and develop and monitor PNGPCL's Asset Management Systems and or Plans for their timely implementation
- Assist MPA and Senior Engineer (P&A) to ensure project data in the Infrastructure Division's shared drive system is regularly monitored and audited
- Assist Senior Engineer (P&A) in preparing and providing regular (or monthly) Divisional Performance Report and Project Status Reports to CIO's office. This includes preparing regular project status reports on advice by CIO's office to either internal (e.g. Finance or CEO's Office) and external stakeholders (e.g. PNGPCL Board or Kumul Consolidated Holdings)
- Assist MPA provide support as directed by CIO's office.

Expected Competencies:

- Degree in Structural and or Civil Engineering, and/or Project Management. A postgraduate qualification is preferable
- Must be a registered member with IEPNG or equivalent as per the Washington Accord

- At least 5 year's experience in engineering projects involving multiple stakeholders in both the public and private sectors including planning, budgeting, tendering, contracting, controlling and reporting on projects of value over PGK 1 million
- Good knowledge in Engineering Management, Structural and Civil Construction and of the construction industry including all Statutory Requirements for any Engineering Projects
- Very good knowledge of Engineering regulations, standards, codes and practices including contract administration and project management
- High-level people and operational management skills including strategic thinking, planning, organization and problem-solving skills
- Relevant Engineering Software Computer Application skills.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and copy of a current police clearance certificate. We encourage applicants to request a full PD from our office to review before applying.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 10th March 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview