



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)  
**JOB DESCRIPTION**

	POS. NO: <b>UNRE PPME 013</b>
DEPARTMENT <i>University Of Natural Resource &amp; Environment</i>	DESIGNATION/ CLASSIFICATION Artisan Carpenter/ Joiner
OFFICE/AGENCY	LOCAL DESIGNATION Artisan Carpenter/ Joiner
DIVISION	HIGHEST SUBORDINATE <i>DIRECTOR – PLANNING</i> POS: NO. <i>UNRE PPME 001</i>
BRANCH	IMMEDIATE SUPERVISOR <i>BUILDING SUPERVISOR</i> POS: NO. <i>UNRE PPME 011</i>
SECTION <i>Bursary</i>	LOCATION <i>PNG UNRE Vudal, East New Britain</i>

**HISTORY OF POSITION**(Obtain from council decision records or DPM instruction/correspondences)

UNRE FILE NO.	DATE OF VARIATION	DETAILS

**1. PURPOSE**

This position will be responsible to provide services in carpentry and joinery for projects and to the school administration and ensuring that all institutional buildings are maintained.

**2. ACCOUNTABILITIES** (for improvement, provide a given service on time)

- Timely attention to all duties in carpentry/ joinery
- Effective and efficient maintenance of school buildings and also projects
- Ensure duties are done accurately on a timely basis.
- Timely decision/advice from Director- Planning and Estates & Services Manager

**3. MAJOR DUTIES**

- Provide Carpentry/Joinery reports to Building Supervisor- Planning
- Attend to matters with student dormitories and staff housing
- Attend to reports for all maintenance and repair duties as well as projects.

#### **4. POSITION AND PERSON SPECIFICATIONS**

**(a) QUALIFICATIONS**

- Trade Certificate in Carpentry/Joinery

**(b) KNOWLEDGE (Policies/legislations/system/process)**

- Public Service Management Act
- PS General Order
- UNRE Act
- UNRE Statute

**(c) SKILLS (Know how/ability)**

- Accuracy in Carpentry/Joinery skills
- Be attentive to building details
- Should be a self starter
- Public Relations

**(d) WORK EXPERIENCE**

- Five (5) years work experience in Carpentry