



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)
JOB DESCRIPTION

	POS. NO: UNRE PPME 014
DEPARTMENT <i>University Of Natural Resource & Environment</i>	DESIGNATION/ CLASSIFICATION ARTISAN / CARPENTER
OFFICE/AGENCY	LOCAL DESIGNATION
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 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 for projects and operational activities
- Effective and efficient assistance to maintenance of school buildings
- Ensure duties are done accurately on a timely basis.
- Timely decision/advice from Director Planning and Estates & Services Manager

3. MAJOR DUTIES

- Provide Carpentry reports to Building Supervisor- Planning
- Attend to matters with student dormitories and staff housing
- Attend to reports for all maintenance and repair duties including Projects.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Trade Certificate in Carpentry

(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 skills
- Be attentive to building details
- Should be a self starter
- Public Relations

(d) WORK EXPERIENCE

- Five (5) years work **experience** in Carpentry