



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNRE PPME 024
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Assistant Carpenter	
OFFICE/AGENCY	LOCAL DESIGNATION Carpenter	
DIVISION	HIGHEST SUBORDINATE Director – Planning	POS. NO. UNRE PPME 001
BRANCH	IMMEDIATE SUPERVISOR Building Supervisor	POS. NO. UNRE PPME 011
SECTION BURSARY	LOCATION PNG UNRE VUDAL, EAST NEW BRITAIN	

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 work under carpenters direction provide essential carpentry services to the campus operations as well as to staff housing and student dormitories.

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

- Timely attention to carpentry requirements.
- Effective and efficient service provision to the administration carpentry needs.
- Ensure assessments are carried out, details for carpentry jobs are recorded and reported for timely attention.
- Efficient and reliable maintenance of school buildings.
- Timely advices from section head/Director.

3. MAJOR DUTIES

- Gather and carry materials
- Clean work areas and equipment
- Measure and cut materials and position equipment.
- Provide assistant in carpentry requirements where needed.
- Assist in all carpentry tasks.
- Provide assistants with reports to immediate supervisor regarding work undertaken.

4. POSITION AND PERSON SPECIFICATIONS

(a) **QUALIFICATIONS**

- Grade 10 certificate as well as Certificate in Carpentry
- 5 years carpentry experience a bonus.

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

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

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

- Self starter
- Public Relations

(d) **WORK EXPERIENCE**

- 5years work experience in brick laying and carpentry works.