



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNRE PPME 026
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Assistant Electrician	
OFFICE/AGENCY	LOCAL DESIGNATION Electrician	
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 provide assistance with essential electrical 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 electrical requirements.
- Effective and efficient service provision to the administration electrical needs.
- Ensure assessments are carried out, details for electrical jobs are recorded and reported for timely attention.
- Efficient and reliable maintenance of school buildings.
- Timely advices from section head/Director.

3. MAJOR DUTIES

- Provide assistance with electrical requirements where needed.
- Assistant in Undertake in all electrical tasks.
- Provide assistance in reports to immediate supervisor regarding work undertaken.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Grade 10 certificate as well as Certificate in Electrical
- 5 years electrical 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.