



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

	POS. NO: UNRE PPME 018
DEPARTMENT <i>University Of Natural Resource &amp; Environment</i>	DESIGNATION/ CLASSIFICATION <b>Foreman Artisan/ Electrician</b>
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 overall electrical services to projects as well as to the campus administration and overseeing its core functional activities to ensure efficiency and effectiveness.

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

- Timely attention to all electrical duties/requirements
- Effective and efficient maintenance of all electrical matters of the campus including projects
- Ensure all activities on electrical works are done accurately on a timely basis.
- Timely decision/advice from Director Planning and Estates & Services Manager.
- Effective reviews of all electrical duties and provide accurate reports on necessary electrical requirements for the campus.

### **3. MAJOR DUTIES**

- Provide monitoring and assessment reports on all electrical matters to Building Supervisor- Planning
- Oversee all electrical duties/matters
- Coordinate all major electrical duties and functions for campus buildings and constructions.
- Provide sound advice to the Estates & Services Manager or Director on related matters where necessary.
- Review/Develop and maintain a reliable record of all electrical duties performed in any given year.

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

#### **(a) QUALIFICATIONS**

- Certified Electrician
- Licensed and recognized Electrician
- Tradesman Certificate NATTB

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

- Public Service Management Act
- PNG Power regulations
- PS General Order
- UNRE Act
- UNRE Statute

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

- Computer Literate (Ms Suite)
- Be familiar with wiring systems
- Should Posses some Supervisory Roles
- Public Relations

#### **(d) WORK EXPERIENCE**

- **5years work experience in electrical field**
- **5 years work in experience in supervisory roles**