



(PNG UNIVERSITY OF NATURAL RESOURESE & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNRE W 001
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION FOREMAN ARTISAN WELDER	
OFFICE/AGENCY Registry	LOCAL DESIGNATION Artisan Welder	
DIVISION Planning	HIGHEST SUBORDINATE NIL	
BRANCH Administration	IMMEDIATE SUPERVISOR ESTATES & SERVICES MANAGER	POS. NO.
SECTION ESTATES & SERVICES	LOCATION ENB	

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

UNRE FILE NO.	DATE OF VARIATION	DETAILS
SCMC –VUDAL/95	12/12/1995	
SCMC – VUDAL/00	10/06/2000	RE-STRUCTURE/REORGANIZATIO
SCMC –UNRE/05	21/07/2005	RE-STRUCTURE/REORGANIZATIO

1. PURPOSE

This position will be responsible to provide overall welding services 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 welding duties/requirements
- Effective and efficient maintenance of all welding matters of the campus
- Ensure all activities on welding works are done accurately on a timely basis.
- Timely decision/advice from Estates & Services Manager.
- Effective reviews of all welding duties and provide accurate reports on necessary welding requirements for the campus.

3. MAJOR DUTIES

- Manage the Welding/Metal Fabrication Section and provide assistance in terms of agriculture machinery, workshop, skills, farm structures and field engineering.
- Undertake welding duties within the University as and when required.

- Provide training and teach workshop skills course
- Ensure professionalism is maintained in performance of duties.
Develop and maintain a reliable welding plan for all buildings.
- Provide monitoring and assessment reports on all welding matters.
- Oversee all welding duties/matters
- Coordinate all major welding 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 welding duties performed in any given year.
- Review section yearly budget

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Certified Welder with NATTB Trade Certificate

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

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

(c) SKILLS (Know how/ability)

- Computer Literate
- Self starter
- Should Posses some Supervisory Roles
- Public Relations

(d) WORK EXPERIENCE

- 5years work experience in welding.
- 5 years experience in supervisory role.