



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

		POS. NO UNRE W 001
<b>DEPARTMENT</b> PNG University of Natural Resources & Environment	<b>DESIGNATION/CLASSIFICATION</b> FOREMAN ARTISAN WELDER	
<b>OFFICE/AGENCY</b> Registry	<b>LOCAL DESIGNATION</b> Artisan Welder	
<b>DIVISION</b> Planning	<b>HIGHEST SUBORDINATE</b> NIL	
<b>BRANCH</b> Administration	<b>IMMEDIATE SUPERVISOR</b> ESTATES & SERVICES MANAGER	<b>POS. NO.</b>
<b>SECTION</b> ESTATES & SERVICES	<b>LOCATION</b> 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
<b>SCMC –UNRE/05</b>	<b>21/07/2005</b>	<b>RE-STRUCTURE/REORGANIZATIO</b>

**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.