



## BANK OF PAPUA NEW GUINEA

### Position Description

|                        |                              |
|------------------------|------------------------------|
| <b>Job Title</b>       | Technical Officer            |
| <b>Reporting to</b>    | Manager, Building Unit ,FPMD |
| <b>Location</b>        | Port Moresby                 |
| <b>Salary range</b>    | TBA                          |
| <b>Employment Type</b> | TBA                          |

#### **Role Description:**

The Technical Officer is responsible for effectively and efficiently assist in the delivery of the Building Unit's functional responsibilities. This includes ensuring compliance with building regulations, health and safety laws quality guidelines, keeping accurate records and prepare reports for internal use and compliance purposes. The Technical Officer will also assist with budget planning and cost estimations for projects.

#### **Responsibilities:**

- ✓ **Ensure that the Bank's internal policies and procedures are followed by the Building Unit at all times.**
  - Conduct regular inspections and provide updates or recommendations to the Building Unit Manager on building and services issues.
  - Monitor Building Maintenance Contracts/CCT checks/Electrical Services via approved contractors.
  - Travel to outside BPNG centres for inspection depending on urgency and inspection schedules.
  - Carry out remedial works & prepare scope of works as determined by the Manager.
- ✓ **Contribute to the Bank's long-term and short-term plans.**
  - Contribute to the development of the Building Unit's strategies and objectives and help monitor their achievement
  - Contribute to the development of the Bank's long range strategies and objectives and help monitor their achievement
  - Participate in collective advice and decision making on the Bank's operational plans and resource allocations
  - Ensure compliance with all legal, statutory and organisational policy requirements
- ✓ **Ensure the development of the Building Unit capability**
  - Participate in appropriate induction training
  - Participate in the performance management system processes which are carried out for all department staff
  - Identify training and coaching requirements and seek approval from the Manager, Building Unit

✓ **Support the Bank's Corporate Values: Efficiency, Professionalism, Accountability, Teamwork, Transparency, and Integrity.**

- Demonstrates behaviour's consistent with the Bank's values

**Requirements**

*The Technical Officer will have the following;*

- Bachelor Degree or Diploma in Electrical Engineering, Mechanical Engineering, Building Technology or a related discipline from a recognized institutions.

✓ **Experience:**

- 3-5 years' practical experience in facilities management, building maintenance or related areas
- To be a licenced Electrician with experience Access Control Systems
- Experience in work with CCTV both IP and Analogue
- Sound knowledge of Electrical and Construction & Facilities Management

✓ **Skills, Attributes & Competencies:**

- Electrical systems skills
- HVAC systems skills
- Building codes skills
- Safety regulation knowledge and skills
- Basic Technical skills in contract Management
- Basic Technical skills in project Management
- Communication skills
- Problem-solving abilities

**Working Relationship**

The Technical Officer, Building Unit will establish and maintain the following internal and external relationships:

✓ **Internal relationship**

- Directly accountable to the Manager, Building Unit
- Liaise and communicate with the manager, FPMD
- Liaise and communicate with staff within the Building Unit

✓ **External relationship**

- Contractors/ Tenants
- Valuers
- Service providers
- External Stakeholders

**Authority Levels:**

- **Financial Authority:** No Financial Authority
- **Staffing:** No staffing Authority
- **Policy/Procedure:**
- Assist to vary policy in line with statutory requirements

|  |  |
|--|--|
| <p><b><u>Function</u></b></p> <p>Financial Systems Development and Innovation.</p>   | <p><b><u>Objective 7</u></b></p> <p>PNG Citizens are financially competent and have access to a range of financial services.</p> <p><b><u>Objective 8</u></b></p> <p>Increase growth and competition within the Financial Services sector.</p>   |
| <p><b><u>Goal 5</u></b></p> <p>Individuals and businesses have access to and can effectively use affordable Financial products and services that meet their needs.</p> | <p><b><u>KRA 7.1 -7.5</u></b></p> <p>Citizens are financially literate and have access to financial products and services that meet their needs.</p> <p><b><u>KRA 8.1-8.5</u></b></p> <p>Financial products and services are increased and they are more and diverse Regulated Financial Institutions.</p> |

**Bank Values:**

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.