



POSITION DESCRIPTION

The University of Papua New Guinea

Job Specification

JOB TITLE Project Officer (NHOS)	POSITION NO. 293037
DIVISION Planning & Development	CLASSIFICATION: NN 7 (Non-Academic)
LOCATION: Waigani Campus	OFFICE CATEGORY Project
REPORTING TO Special Project Manager / Registrar	SUPERVISORY RESPONSIBILITIES

PRIMARY PURPOSE OF THE ROLE

The Project Officer (NHOS) is responsible to the Director, Planning through the Special Project Manager in the day to day management and oversight of the University's National Home Owner Scheme. The Project Officer also works in close consultation with the Office of Registrar and will be a team leader whose major responsibility will be to lead an implementation team comprising both technical and administrative staff in successfully implementing the scheme in its different phases, as approved by the University Council.

Accountabilities

1. Playing key role in ensuring successful and timely implementation of the different phases of the Scheme.
2. Be transparent and accountable in the application of the procedures and processes including the policies, rules and regulations of the Scheme.
3. Ensuring up to date maintenance of the Scheme files.

KEY RESPONSIBILITIES

1. Facilitating the implementation of the different phases of the UPNG National Homeownership Scheme ensuring that all relevant UPNG and GoPNG policies, processes and procedures relating to National Homeownership Scheme are complied with.
2. Reporting on issues and constraints encountered during implementation of different phases of the Scheme and recommending appropriate measures to address them to the relevant authorities.
3. Planning, executing and reviewing scope of works of different phases of the Scheme implementation and making appropriate recommendations to the relevant authorities.
4. Producing timely reports on the progress of the different phases of the Scheme to the relevant University authorities.
5. In consultation with the relevant external authorities provide advice, support and assistance to university authorities and staff on such matters as property valuations, insurance, mortgages, liens, conveyance and etc.
6. Liaise with external design consultants on design updates including costing should the need arise.
7. Liaise with funding agencies including banks and provide appropriate advice and assistance to staff to secure loans to pay for homes/home furniture etc.
8. Monitor accounts and billing systems in consultation with the Bursary ensuring that payment schedules are adhered to.

9. Providing secretarial support to the Scheme Management Committee.
10. Maintain up to date records of all transactions, correspondences and the Scheme files.
11. Carry out any other duties consistent with the above as directed.

REPORTING AND WORKING RELATIONSHIPS

Internal

Responsible to Director Planning through the Special Projects Manager for maintaining effective communication flow among Divisional Managers, Supervisors and other staff in relation to implementation of the National Staff Home Ownership Scheme. .

Routine reporting to the Office of Registrar through the Director Planning by providing reports on regular basis and where appropriate provide status reports of the operational activities in project implementation.

Maintain regular consultation with project consultants, contractors, the University Finance Division on implementation.

External

In consultation with the Top Management Team (TMT) of the University, and Director Planning, use consultative approach with the University's stakeholders, line central agencies such as the Departments of National Planning & Monitoring, Finance, Treasury, the Department of Higher Education, Research Science & Technology, bilateral and multilateral donors, foreign embassies and the local community and business houses.

PERSON SPECIFICATION

QUALIFICATIONS

Essential Qualification:

A diploma qualification in Building, Architecture, Quantity Survey or Engineering from a recognized institution.

Desirable Qualifications.

A degree in Building, Architecture, Quantity Survey or Engineering with project management training is desirable. Membership of a professional body such as Professional Project Management Association of PNG and PNG Institute of Builders and/or Registered Architect and a member of the PNG Institute of Architects or a registered Quantity Surveyor would be an added advantage.

EXPERIENCE

- At least five years of work experience in the areas of architecture, building, construction, or engineering
- Experience managing and /or involved in building construction project (residential, office or commercial or public buildings)
- Experience in project management, budget and costs scheduling, BOQ estimating, construction scheduling
- Management experience as a Team leader managing people and resources
- Experience working in a government or semi government body or institution of higher education
- Past work involved in Staff Home owner schemes
- Having extrovert attributes with ability to create and maintain networks for data collection
- Proven ability to train, mentor, and lead a team effectively.
- High level of integrity, confidentiality, and professionalism.

KNOWLEDGE & SKILLS

- Can design using CAD and other applicable software
- Can interpret sketches, designs and plans
- Good working knowledge of the building industry and associated capital works including inspection of near completion capital works projects.
- Conversant with the building codes
- Ability to develop and maintain a range of working and senior level contacts in the University, Government and Private Sector.
- Proven ability to work as a team leader in a multi cultural setting.
- High-level analytical, written and oral communication skills including report writing, etc.
- Capacity to work under pressure and to work with limited supervision.
- Computer Literate and Proficiency in MS Office applications (Word, Excel, PowerPoint, Project Management software).
- Ability to use GANTT chart
- Excellent analytical, organizational, and communication skills.
- Capacity to work under pressure

PERSONAL ATTRIBUTES

1. **Integrity & Professionalism**
 - High ethical standards and dedication to confidentiality.
2. **Adaptability**
 - Willing to be a team player and adapt to good work ethical culture and practices
3. **Commitment to Continuous Improvement**
 - Capacity to learn and adaptable to change management

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS
	24/06/2025	Revise JD