



## DEPARTMENT OF PERSONNEL MANAGEMENT

### JOB DESCRIPTION

	<b>SEQ NO: 1490000391</b> <b>POS. NO: DPM 03-5</b>
<b>DEPARTMENT:</b> PERSONNEL OF MANAGEMENT	<b>DESIGNATION/CLASSIFICATION:</b> DISTRICT HOUSING OFFICER, GRADE 12
<b>OFFICE/AGENCY:</b> OFFICE OF GOVT.ACCOMD. & PS HOUSING	<b>LOCAL DESIGNATION:</b> DISTRICT HOUSING OFFICER, PSIH
<b>DIVISION:</b> PUBLIC SERVICES INSTITUTIONAL HOUSING	<b>HIGHEST SUBORDINATE POS. NO</b> NIL
<b>BRANCH:</b> DISTRICT HOUSING	<b>IMMEDIATE SUPERVISOR:</b> SENIOR DISTRICT HOUSING OFFICER, GRADE 14
<b>SECTION:</b>	<b>LOCATION:</b> CENTRAL GOVERNMENT OFFICE, WAIGANI

### HISTORY OF POSITION

<b>DPM FILE NO.</b>	<b>DATE OF VARIATION:</b>	<b>DETAILS:</b>
Impl:	09/02/2009	Created
	06/04/2016	Reviewed
	02/07/2019	Created

#### **1. PURPOSE**

The District Housing Officer is responsible to the Senior District Housing Officer for the efficient and effective planning and implementation of the Government Housing Program to all LLGs and Districts in the country.

- To assist in conducting research and collection of data.
- To assist in Compiling progressive reports regarding the Government Housing program.
- To assist in maintaining effective liaison with all key stakeholders including government and non-government organizations, property developers and financiers.

## **2. ACCOUNTABILITIES**

- Ensure all administrative matters are dealt with accordingly.
- Gathering and following up on information supplied.
- Ensure there are consistencies in the application of local Government rules and regulations.
- Ensure to collaborate with the immediate superior in performing planned and coordinated activities.
- Ensure activities are conducted in a timely manner.
- Ensure data collections are accurate.
- Ensure high profile documents are kept confidential.

## **3. MAJOR DUTIES**

- Assist superiors in planning and implementing the Government Housing Program.
- Management of incoming and outgoing correspondence.
- Assist in compiling reports and provide to the superiors.
- Assist in conducting inspection and reporting.
- Provide advice on matters of legal nature and disputes to superiors;
- Conduct, research and market survey on current development.
- Conduct Research, Survey and collate information on Government Priority core planned activities in terms of LLG and District Housing throughout the country.
- Maintain consistent regular checks on critical date management for projects and other scheduled activities.
- Assist in preparation of meeting Agenda
- Assist in taking minutes and reporting.
- Assist in writing decision letters.
- Assist in writing acknowledgements and response letter.

## **4.0 REPORTING AND WORK RELATIONSHIP**

### **a) Internal**

- Senior District Housing officer
- Manager District Housing
- Executive Manager, Public Service and Institutional Housing
- Other Executive Managers within the Division and DPM
- Other Senior officers in DPM

## **b) External**

- Department of Lands & Physical Planning.
- Department of Works.
- Office of the State Solicitor
- Department of Treasury
- Department of Finance
- Property owners and Developers.
- Real Estate Agents.
- All Government Agencies throughout PNG.
- Provincial Administrators and Managers

## **5.0 WORK ENVIRONMENT**

Highly critical and very sensitive work environment demanding maintenance of good governance and prominence for the Public Service & Institutional Housing Branch. The office is a technical and officers joining will be required to be very practical and technical in executing their roles and responsibilities.

It deals with the technical nature of work on a daily basis and activities include coordination on field such as site inspection of constructions, ensuring Structural features of buildings, engineering, Fire and Electrical cabling are in order.

## **6. PERSON AND POSTING SPECIFICATION**

### **(a) Qualification**

- Possess a Bachelors Degree in Land/ Property Studies/Business Studies or Law
- Diploma in Land/Property with vast Experience working in similar office or in property industry.
- Experience conducting research, market survey, and reporting on matters of importance for District Housing.

### **(b) Knowledge**

- Some knowledge of Public Service Management Act
- Some knowledge of Public Service General Order

### **(c) Skills**

- Good written and oral communication.
- Highest level of negotiation
- Customer service
- Professional Public Relations
- Dispute resolutions

### **(d) Work Experiences**

- Minimum of five 3 years in the Public Service

- Some Experience in property and real estate management.