

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3688 - Technical Facilitators

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

In total there are 63 exciting opportunities across the five Provinces listed below and DLPGA invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities through the Government's unique Rural Service Delivery Project (RSDP).

Central East New Britain Simbu West Sepik Western

The Rural Service Delivery Project is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

There will be twenty (20) Technical Facilitators, each reporting to an LLG Manager (20 LLGs) and under the direction of a Provincial Project Coordinator, in each of the 5 provinces noted above.

These persons will be responsible for providing technical support to Ward Development Committees and their Community Driven-Development subcommittees with the planning and implementation of community subprojects

Key Responsibilities:

- Support the CDWs in undertaking the briefing for the LLG Administration and relevant stakeholders at the LLG level in collaboration with the PPO
- In collaboration with CDWs, provide technical support to WDCs with the collection of basic ward data, conduct of participatory situation analysis, identification and prioritization of sub-projects and preparation of EOIs
- Provide technical support in facilitating ward development planning and preparation of EOIs and sub-project proposals
- Ensure that the work and Financial Plans of the wards are strictly followed by the CDD Subcommittee
- In collaboration with CDWs, support the PPOs in providing sub-project implementation and completion training for WDCs and women's groups
- Support the WDC, CDD Subcommittee, women's groups and community volunteers in the preparation of technical designs, bill of quantities and cost estimates and other technical requirements for the approved subproject
- Provide supervision to the CDD Sub-committee in the actual implementation/construction of the sub-projects
- Ensure that the sub-projects are implemented in accordance with the Technical Designs
- Assist WDCs and CDD Subcommittees in the preparation of Procurement Plans and undertaking the canvassing of materials and supplies
- Assist the CDD Subcommittees to ensure that each ward develop and follow an Environmental and Social Safeguards Plan
- Work with the PPO Procurement Officer and RISS in coordinating procurement and logistical requirements for the subprojects with the WDCs, CDD Subcommittees, suppliers and transport service providers
- Provide quality assurance, monitor and supervise the actual construction/implementation of the approved subproject
- In collaboration with CDWs, monitor and report progressive updates on the sub-projects to the LLG administration and PPO
- In collaboration with CDWs, collect and verify documentation on the use of funds from Ward Development Grant recipients and submit to PPO for acquittal

- In collaboration with CDWs, enter sub-project level data provided by wards to project MIS
- In collaboration with CDWs, support the operations and maintenance of Ward Development Grant-funded sub-projects to enhance their sustainability and the quality of service delivery
- Undertake the completion technical audit in coordination with the PPO/PMU.

Expected Competencies:

- The TF must be an engineer, architect or an expert construction Technician with at least 5 years of experience in preparing technical designs and supervising the actual construction of small-scale rural infrastructure
- Department of Works recognized Trade Certificate in Building, carpentry and plumbing work and other civil \ construction work
- Minimum 3 years of experience in rural project development preferably in the area of community development and donor-funded projects
- Strong liaison and inter-personal coordination skills, experience in building strong working relationships in new and widely dispersed project teams
- Excellent oral and written communication skills including the ability to synthesize sub-project monitoring and evaluation reports into reports and recommendations in aid of policy and program development
- Familiarity with World Bank or delivery of similar donor projects and procedures
- Ability to travel frequently to remote LLGs and wards
- Undertake volunteerism in rural areas would be an advantage
- Fluency in English and at least 1 common PNG language.

Applications close COB Friday 14th September 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview