TECHNICAL ENABLING UNIT

TERMS OF REFERENCE:

Works Coordinator, ANGAU Hospital

Background
On 19 July 2013, Australia and Papua New Guinea announced a Joint Understanding (JU) on further Bilateral Cooperation on Health, Education and Law and Order. The JU commits the Government of Australia (GoA), via the Australian Government’s development assistance program, to lead and undertake the upfront master planning, scoping, design and feasibility assessments associated with a wide range of technically and conceptually complex capital infrastructure works and related activities. This includes the development of options for the assessment and management of asbestos and other hazardous materials which is highly likely to factor into scoping, design and capital works proposals related to the reconstruction of the Lae Australian New Guinea Administrative Unit (ANGAU) Memorial Hospital and refurbishment of essential infrastructure for the University of PNG (U-PNG).

Australia’s Commitments to the various JU investments shall vary in scale and scope with some commitments involving only scoping, feasibility and design activities (i.e. Port Moresby Magistrates Court Complex and Ramu Highway Scoping Design) and others involving commitments to investments in refurbishment of existing infrastructure and construction of new infrastructure (ANGAU Hospital and U-PNG).

The multi-disciplinary Technical Enabling Unit will as requested:

a) support the effective implementation of capital infrastructure investments outlined in the JU and other strategic infrastructure investment documents;

b) provide the basis for key decision making points in the process; and

c) provide the rationale for the investments, proposed management arrangements, provide affordable design standards, oversee construction delivery, ensure quality, actively manage risks, and monitor and evaluate the effectiveness of JU implementation.

Recruitment and Procurement

Role and Responsibilities
The major construction projects for the redevelopment of ANGAU Hospital will be undertaken jointly by the Governments’ of Australia and Papua New Guinea. This joint activity is not expected to commence until early 2017. Prior to that, both governments are separately funding a range of scoping and construction activities to address a number of urgent infrastructure activities at ANGAU. Given the weak internal capacity at ANGAU, a Works Coordinator is required on site to assist the acting ANGAU CEO and the ANGAU Hospital Board to manage early works activities.

The ANGAU Hospital Works Coordinator (WC) is responsible for:

> The overall coordination of early works undertaken at the ANGAU Memorial Hospital, Lae, Morobe Province. Supporting the hospital’s
acting Chief Executive Officer (CEO), senior management and the National Department of Health (NDoH), the WC will ensure early works are appropriately planned and managed, including but not restricted to: design, sequencing, approvals (as required by provincial and national authorities), procurement, expenditure, and contracting in accordance with the relevant PNG legislation.

> Working with Government of Australia (GoA) and Government of Papua New Guinea (GoPNG) to identify to prioritise works; ascertain required technical inputs; identify project specific requirement; develop initial project planning and strategy; conduct and support site assessments; and coordinate preparation of financial and cost estimates.

> Working closely with other long and short term advisors and contractors to ensure that, where possible, early works and other early works carried out at the ANGAU Hospital complement and add value to the longer term reconstruction of ANGAU which is currently being developed through a Master Planning process. The Master Plan expected to be completed in early 2015.

> Working closely with long and short terms advisors and contractors to ensure Asbestos Containing Material (ACM) is appropriately identified and managed in accordance with specifications of the JU TEU contract and annexes.

The Works Coordinator shall:

1. Relationships
   > establish and manage collegial and outcomes focused relationships between groups of stakeholders through regular communications, meetings, workshops and information sharing;

2. Early Works Coordination
   > consult with the ANGAU Hospital’s Board, acting CEO and senior management to identify and prioritise infrastructure projects to ensure efficient Works delivery;
   > consult with JU-TEU Team Leader and the Australian High Commission’s Counsellor responsible for the JU (or their representative) providing regular communications on the progress of planning procurement and implementation, and identifying implementation risks which might require remedial treatments;
   > consult with the NDOH Medical Standards Division and Health Facilities Standards Branch to ensure health standards compliance of infrastructure works;
   > maintain high quality administrative and financial records for timely and accurate information on the status of inputs and activities of the early works;
   > provide scheduled and exception reports on progress (i.e. inputs, outputs, risk management and outcomes);
   > ensure that early works aligned with, and contributes directly towards
JU outcomes as defined, in particular, through the Joint Understanding Implementation Framework;
> adhere to JU-TEU quality and implementation of program strategies including performance management, risk management; and support the effective implementation of a JU-TEU communications and public relations strategy.

Core Competencies

Specific Competencies:
> Experience in practical procurement of goods, works and services with specific experience in infrastructure/construction project;
> Experience in the preparation of infrastructure tender documentation, contracts and plans;
> Experience and knowledge of managing the entire project management and procurement cycle;
> Practical experience in infrastructure delivery, contracting and the procurement of goods, works and services;
> Architecture or Civil Engineering degree or other qualifications relevant to the field.

Generic Competencies
> Experience working with donors and governments in developing countries;
> Demonstrated ability to work collaboratively and effectively at a range of administrative levels in a cross-cultural setting;
> Excellent interpersonal skills including cross-cultural experience;
> Strong oral and written communication skills. A high level of proficiency in English is required. (The ability to speak PNG/Melanesian Tok Pisin is desirable);
> Understanding of, and commitment to, capacity development and skills transfer activities including demonstrated experience and capacity to provide colleagues with supportive advice and strengthening through mentoring and modelling;
> Commitment to participatory ways of working;
> Understanding of gender and development issues (desirable); and
> Previous experience working in country (desirable).

Deliverables
As defined in the TEU Annual Plan and approved by the Team Leader.

To apply
To apply for this position please email applications that address the Core Competencies and a current CV, quoting “Works Coordinator - ANGAU Hospital” in the subject line to Brad.Bowman@cardno.com. Please also provide two professional referees.

Cardno is an equal opportunity employer and is committed to Child Protection in all fields. Successful applicants will be required to provide a criminal record clearance certificate.

Closing date for applications is 31 October 2014.