



## **Occupational Health and Safety Specialist**

### **Terms of Reference**

**Assignment:** Occupational Health and Safety (OHS) Specialist.

**Project:** Enhancing Labour Mobility from PNG (ELMPNG) Project

**Employer:** Department of Treasury

**Location:** Port Moresby, Papua New Guinea

**Duration:** 2 years (100 days input)

**Expected Start Date:** July 2024

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#### **1. Background**

Papua New Guinea is implementing a labour mobility project, which is financed by the World Bank. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national entity tasked with administering labour mobility from PNG. The LMU has or is recruiting the following staff: i) Director; ii) Assistant Director (training & skills); iii) Assistant Director (labour mobility coordination); iv) Worker Welfare and Wellness Officer; v) Country Liaison Officer (based in Australia); vi) In-country Recruitment Database Coordinator; and vii) Administrative Support Officer

The DOT will also establish a Project Management Unit (PMU) to support project implementation. The PMU will be located within the existing LMU office. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU will report to



the World Bank on a semiannual basis on the progress of the project implementation for each project activity. It will be staffed with a Project Manager, Project Accountant, Procurement Specialist, Procurement Officer, Social Risk & Welfare Specialist, Monitoring and Evaluation Specialist, Gender/ GBV Specialist, Occupational Health & Safety Specialist, and a Labour Specialist.

This Terms of Reference is for the Occupational Health and Safety Specialist position of the Project Management Unit.

## **2. Environmental and Social Requirements**

The Project will be implemented in accordance with the World Bank's Environmental and Social Framework's (ESF) Environmental and Social Standards (ESSs) and relevant GoPNG laws.

During project preparation, the GoPNG prepared several environmental and social instruments to identify environmental and social risks associated with the project – both in PNG and in host countries, and outline measures for managing these risks. Key documents include the Environmental and Social Commitment Plan (ESCP); Social Assessment / Social Management Plan (SA/SMP); Stakeholder Engagement Plan (SEP); and Labour Management Procedure (LMP).

These documents are available here: <https://treasury.gov.pg/html/lmu/LMU.html>

### *Occupation Health and Safety*

Occupational, health and safety risks exist in all workplaces and across all sectors. While Australian and New Zealand Occupational Health and Safety legal and regulatory frameworks are strong, and seasonal and temporary migrants are protected under these laws, OHS risks may be increased by cultural, language, lack of experience, and lack of understanding of A&NZ OHS standards.

To address these risks, the Project will support the LMU and RRHs to raise awareness and build the capacity of PNG seasonal/migrant workers in OHS through pre-departure and worker readiness training. There is also an opportunity for strengthened collaboration with A&NZ agencies and approved employers to strengthen host country measures including on-arrival training, OHS learning material in Tok Pisin and Hiri Motu, and communicating key messages about OHS risks; and support the LMU through its liaison function, to provide support on OHS matters to PNG seasonal/migrant workers whilst on assignment, and monitor the quality of workplace inductions on occupational health and safety issues.

The project will also manage OHS risks associated with the implementation of project activities in PNG

## **3. Objectives of the assignment**

The OHS Specialist, working closely with relevant LMU and PMU staff, provide technical advice and support to further address OHS risks associated with the PNG labour mobility program and the implementation of the project.

### **Scope of Services**

The specific duties and responsibilities of the OHS Specialist will include inter alia:

- Identify opportunities for strengthening OHS culture of PNG seasonal/migrant workers through engagement with leading PNG businesses and industries;
- Provide technical input into the design of consultancies, studies (including feasibility studies, if applicable), capacity building, training, and any other technical assistance activities under the Project to ensure OHS risks are addressed, and provide technical support during their implementation.
- Support the strengthening and implementation of worker readiness and pre-departure training as well as communication and information dissemination tools to ensure PNG seasonal/migrant workers have sufficient knowledge of OHS and English skills to understand all health and safety instructions.
- Strengthen collaboration with A&NZ agencies and approved employers to better support host country measures including on-arrival training, OHS learning material in Tok Pisin and Hiri Motu, and communicating key messages about OHS risks.
- Support the LMU through its liaison function, to provide support on OHS matters to PNG seasonal/migrant workers whilst on assignment and monitor the quality of workplace inductions on occupational health and safety issues
- Support the development of project systems and procedures to manage, monitor and report on OHS risks for project workers, and support response to any incidents that occur during project implementation.

2-year workplan to be developed and agreed with the Project Manager during first month of employment.

#### **4. Work Arrangements**

This position is located in Port Moresby and is open to PNG Nationals and permanent residents. We encourage people with a disability and University Graduates to apply.

Successful candidate will be required on part time basis for 100 days spread over a period of 2 years.

#### **5. Section Criteria**

##### **Required Qualifications**

- A relevant degree in occupational health and safety or a related discipline.

##### **Required Skills, Knowledge and Experience**

- At least 5 years-experience managing OHS risks with companies/organizations that are applying international best practice OHS systems.
- Excellent English oral and written communication skills, including the ability to synthesize complex concepts in simple, easy-to-understand messages;
- Fluent in spoken and written English and Tok Pisin

##### **Desirable Knowledge and Experience**



- Knowledge of Australia and NZ workplace health and safety laws and practices highly desirable
- Knowledge of World Bank or other international donor safeguards systems