

# VICE CHANCELLOR JOB DESCRIPTION

Updated: August 2019



POSITION INFORMATION	
Position Number:	UNREEX 001
Position Title:	Vice Chancellor
Employee Class:	Chief Executive Officer - Senior Executive Management
Grade:	Executive Level 4

JOB POSTING LOCATION	
Section:	Executive Services
Department:	Chancellery
Location:	Papua New Guinea - Vudal Campus, East New Britain Province
Reports to:	Governing Council
Supervised by:	Chancellor

BACKGROUND
<p><b>The University</b></p> <p>The Papua New Guinea University of Natural Resources and Environment (PNG UNRE) received University Status in 1997 and became an autonomous institution in 1999 as University of Vudal. It received a name change to the present Papua New Guinea University of Natural Resources and Environment in 2005. It is based at the Vudal Campus in East New Britain Province, Papua New Guinea.</p> <p>The University offers three academic programs – Diploma and Bachelor in Tropical Agriculture; Diploma and Bachelor in Fisheries &amp; Marine Resources; Diploma and Bachelor in Forestry Management and, will start offering the Diploma and Bachelor in Sustainable International Tourism, in 2019. The University also offers a postgraduate program, leading to Master's Degree in Management Studies. The Academic programs are offered face-to-face and also in Flexible mode to students from all around the country and the Pacific region. Currently there is over 30 academic staff and 500 students but these numbers are earmarked to increase in the coming years.</p>

PURPOSE
<p><b>The Opportunity</b></p> <p>The University is seeking to appoint a new Vice Chancellor preferably in 2019. The Vice Chancellor, who is appointed by the University Council, is responsible to the Chancellor for the overall operation, development and welfare of the university including the University's Teaching and Learning programs, Research, and Consultancy Services in achieving the Vision, Mission and Goals of the University. The position will be based at Vudal Campus in East New Britain Province, Papua New Guinea.</p>

## **NATURE AND SCOPE**

The Vice Chancellor is the CEO of the Organisation responsible for Academic Leadership of undergraduate and postgraduate programs offered by the University; the development of new academic programs in particular two new schools, the School of Environmental Studies and the School of Business and Governance.

He/ She will be responsible for the Strategic Integrated Development approach of physical infrastructure of the University campuses; information and communication technology, management of financial, human and, campus-wide management and the provision of services to its clients. He/ She must have the ability to network with important stakeholders including interactions with local, district, provincial and national governments, industry and community, in pursuit of the University's civic mission.

## **ROLE AND RESPONSIBILITIES**

- Provide leadership for and promote excellence in the University's teaching and research;
- Set the strategic direction of the University Campuses in consultation with the senior executives and ensure that appropriate plans are in place, to achieve the mission, goals and specific objectives of the campuses;
- Lead the planning and development for buildings, resources and facilities for the campuses in consultation with major users and service divisions;
- Prepare annual operating budget submission to the National Government through analyzing funding requirements for the University and its programs and the present business cases for such funding allocation;
- Facilitate intra-departmental working relationship;
- Arbitrate on all intra-departmental matters in relevant disciplines;
- Implement and administer University policies with respect to equitable access to education, and employment and health and safety;
- Conduct and facilitate formal meetings of various committees with staff of each department;
- Meet at least annually with Heads of Departments in joint goal setting and review and monitor the total responsibility allocation of each Head;
- Prepare annually in consultation with staff, action plan(s) including the budget for all academic departments to realize the goals of the University Strategic Plan;
- Foster the professional and general development of staff;
- Promote a research ethos and consulting activities relevant to the University's mission and goals;
- Maintain existing good relationships with business, government, industry, the professions and the community;
- Meet with the Chancellor at least once a year to discuss all departments' strategic plan and review each department's performance against the plan;
- Plan capital facilities to ensure usage is optimized and that the technology is set up to date;
- Promote fund raising through consultancy within each academic department's relevant community;
- Encourage and promote a strong external community input into all academic departments.
- Continue to implement the existing total quality management practice.
- Comply with requirements of Papua New Guinea Occupational Health and Safety (OH&S) Legislation and related OH&S responsibilities and procedures developed by the University.

**SELECTION CRITERIA**

A Vice Chancellor will be a highly qualified professional, who has attained an outstanding academic and professional track record of significant achievement. An appointment at this level will require a doctoral qualification in a relevant discipline and recognition as a leading authority in that field of expertise.

**Preferred Qualifications**

- A doctoral degree (PHD)
- Demonstrate academic leadership and an international/ national reputation for scholarship of a kind that is appropriate for the leader of a campus with a variety of programs in a teaching and research University;
- Experience in a senior administrative/managerial role in a University/ large research institution/major industrial organization;
- Experience in developing relations with communities external to the University, especially at Government level;
- Experience in developing significant levels of new sources of funding;

**Skills**

- Must have extensive knowledge and skills in financial management, and in resource planning, application and control;
- Must have developed skills in staff management and development and in particular, the ability to handle performance issues effectively;
- Must have demonstrated knowledge of, and a commitment to equity issues;
- Must have demonstrated knowledge of, and a commitment to total quality management practice, and occupational Health and safety issues.

**Personal Qualities**

- Must have ability to work collaboratively with colleagues and clients;
- Must have high level communication, inter-personal and communication skills;
- Must have sound knowledge of leadership and management;
- Must have diplomacy and resilience.

**Salary Range**

(Citizen Vice Chancellor)	PGK 136,737 plus appropriate allowances attached to the base salary; other taxable allowances for Senior Contract Officers including other perks and privileges to be specified in the Contract.
(Non-Citizen Vice Chancellor)	PGK 136,737 plus appropriate allowances attached to the base salary; other taxable allowances for Senior Contract Officers including other perks and privileges to be specified in the Contract.

<b>Length of Contract:</b>	3 year term initially
<b>Posting Date:</b>	Monday 19th August, 2019
<b>Closing Date:</b>	Monday 30th September, 2019
<b>Start Date</b>	November/December, 2019

**SPECIAL INSTRUCTIONS TO APPLICANTS**

In your application, you should:

- (i) Provide a copy of your updated curriculum vitae,
- (ii) Address the selection criteria and include evidence of academic qualifications and experience;
- (iii) Provide the names, addresses, telephone & facsimile numbers, and email addresses of three professional referees.

Applications should reach the Manageress, Human Resource Management, PNG UNRE, PMB Services, Kokopo, East New Britain, Papua New Guinea by Monday 30th September, 2019 (Advert No: 2/2019)

Previous applications will be considered together with new applications and therefore, those who applied previously need not re-apply. However, if you wish to update your application, please do so by the deadline.

For further information Contact Human Resource Management by phone (675) 987 1296 or (675) 987 1214 or email: [recruitment@unre.ac.pg](mailto:recruitment@unre.ac.pg)

**Authorized by:**

**Acting Chancellor  
Dr Andrew Masta**