



JOB DESCRIPTION

POSITION INFORMATION

Position Number: UNREEX 006
 Position Title: Pro Vice Chancellor, Academic & Research
 Employee Class: Administrative
 Grade: PBSS 19

JOB POSTING LOCATION

Section: Executive Services
 Department: Chancellery
 Location: Papua New Guinea, Vudal Campus, East New Britain Province
 Reports To: Vice Chancellor
 Supervised By: Vice Chancellor
 Start Date: 2022
 Contract: 3 years

Background

Reporting to the Vice Chancellor, the Pro Vice Chancellor (Academic & Research) is responsible to the Vice Chancellor for the University's teaching and learning programmes, and research in achieving the vision, mission, and goals of the university. S/He is responsible for course accreditation, quality assurance of academic programs, and Departmental review. The incumbent also monitors research and publication and provides guidance in sourcing and allocation of research grants.

Responsibilities

- Provide leadership for and promote excellence in the University's teaching and research;
- Assist the Vice-Chancellor in leading the University in accordance with its vision, mission, and strategies, and developing them;
- Advise the Vice Chancellor as appropriate on all academic matters and assist the Vice Chancellor in the development of internal policies on academic and research portfolios;
- Promote a research ethos and consulting activities relevant to the University's vision, mission and goals;
- Help ensure that the University has appropriate infrastructure to support its research, education, and community engagement objectives; and coordinate and monitor the activities of learning resource units such as the library;
- Ensure the efficient, effective and timely provision of academic services and support to Schools and CFSE; and to the students at the University in ensuring a smooth learning and studies;
- Chair meetings in the absence of the Vice Chancellor as delegated and coordinate the implementation process of the University Academic Senate's decisions;
- Oversee the engagement of part-time and temporary teaching staff when the need arises;
- Liaise with the PNGUNRE Student Representative Council for effective student activities and maintaining congenial relations between students and the University Administration;
- Liaise with the Office of Higher Education for scholarships and other student issues;
- Coordinate the student disciplinary issues and cases;
- Any other duties as assigned and directed by the Vice Chancellor.

Essential requirements

- Highly skilled managerial expertise with strong track record in the university sector.
- Experience in working at the highest level of academic positions in the universities.
- Excellent strategy crafting, entrepreneurial, negotiating, interpersonal and communication skills with strong ability to work collaboratively and inspire staff and teams to achieve organizational tasks and goals.
- Experience in student admission procedures.
- An understanding of University administration systems and procedures.
- Proven leadership qualities and high level organizational abilities.
- Experience in formulating assessment policies and quality assurance of academic programs in a university.

Desirable attributes

- A PhD qualification
- In-depth knowledge of the major issues affecting learning and teaching in higher education
- Experience of working with a range of external partners and institutions in PNG and internationally
- Demonstrated experience in performing middle-level/senior-level managerial positions in Universities.
- Demonstrated academic excellence and scholarly reputation through publications and presentations.
- Capable of maintaining positive relationships with internal and external parties.
- Must possess financial management skills.

Salary Range:

UNRE 19 [K93, 416.40 - K114, 175.34] Plus appropriate DMA & gratuity @25% and other contractual allowance for senior contract officers.

Applications must be labeled (Advert 2/2022) and should reach The Acting Manager, Human Resource Management, PNG UNRE, PMB Services, Kokopo, East New Britain, Papua New Guinea by 18th November, 2022.

For further information contact Human Resource Management by phone : (675) 987 1200 or email: recruitment@unre.ac.pg

Only shortlisted applicants will be contacted for an interview after the closing date. If you do not hear from Human Resources Management within a month of the closing date, consider your application unsuccessful. PNG UNRE thanks you in advance for your interest in the University.

PNG UNRE is an equal opportunity employer and does not discriminate on the grounds of ethnicity, age or gender.

Authorized by the Interim Council