



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

SENIOR EXECUTIVE MANAGEMENT (OFFICE OF THE PRO VICE CHANCELLOR – PLANNING & DEVELOPMENT)

JOB DESCRIPTION

		POS. NO. UNRE EX 004
DEPARTMENT – PNG UNRE	DESIGNATION/CLASSIFICATION Pro Vice Chancellor (Planning & Development)	
OFFICE/AGENCY- CHANCELLERY	LOCAL DESIGNATION Pro Vice Chancellor (Planning & Development)	
DIVISION- GOVERNING COUNCIL	HIGHEST SUBORDINATE	
BRANCH – VUDAL	IMMEDIATE SUPERVISOR – Vice Chancellor	
SECTION- EXECUTIVE SERVICES	LOCATION - VUDAL CAMPUS	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS

BACKGROUND OF THE UNIVERSITY

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. The University also has a campus in Popondetta, Oro Province.

The University currently offers eight academic programs – Bachelor in Sustainable Tropical Agriculture; Bachelor in Sustainable Fisheries & Marine Resources; Bachelor in Sustainable Tropical Forestry; Bachelor in Sustainable International Tourism; Bachelor in Sustainable Livestock Production; Bachelor in Environment and Climate Change; Bachelor in Renewable Energy & Environmental Engineering; and the Diploma in Tropical Agriculture at the Popondetta Campus. The University also offers a postgraduate program, leading to Master's Degree in Management Studies. The Academic programs are offered face-to-face and in Flexible mode to students from all around the country and the Pacific region. Currently there is over 30 academic staff and just over 1,000 students but these numbers are earmarked to increase in the coming years.

1. PURPOSE

The Pro Vice Chancellor (Planning & Development), is appointed by the University Council and is a senior leadership position with the responsibility for the oversight of strategic integrated development of the physical infrastructure of the University and will ensure that administrative and planning policies, processes and systems are aligned for the achievement of the University's Vision, Mission and goals.

2. ACCOUNTABILITIES

- Ability to coordinate the overall University budget, resource allocation and planning resources ensuring optimal use of University resources. To ensure that the University has appropriate infrastructure to support its research, teaching, and community engagement objectives.
- 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.
- Networking with important stakeholders including interactions with local, district, provincial and national governments, industry and community, in pursuit of the University's civic mission.
- A scholarly environment to include the support of research and other scholarly activity.

3. MAJOR DUTIES

- Be an active member of the University's Executive Management Team, and to assist the Vice Chancellor in setting the strategic direction of the University and ensure that appropriate plans are in place, to achieve the mission, goals and specific objectives of the University;
- Ensure that the administrative and planning policies, processes and systems function effectively to help achieve the University's objectives;
- To prepare the annual budget submissions to National Government through analysing funding requirements for the University and its programs and oversee the University's resource allocation and planning processes to ensure the optimal use of University resources;
- To deliver the University's Development Plan and Ensure that the University has appropriate infrastructure to support its teaching, research, education and community engagement objectives;
- To implement and administer University policies with respect to equitable access to education, and employment and health and safety;
- Help develop the strategic direction of Service Divisions and ensure that appropriate plans are in place to deliver on the objectives of the University;
- To conduct and facilitate formal meetings of various committees under the Office of Pro Vice Chancellor (Planning & development);
- To plan capital facilities to ensure usage is optimised and that the technology is set up to date;
- To continue implementing the existing total quality management practice;
- To chair the various committees that sit under Planning & Development, as specified under the University Governance Structure
- To perform any other duties as assigned and directed by the Vice Chancellor from time to time.

4. POSITION AND PERSON SPECIFICATIONS

(a) MINIMUM QUALIFICATIONS

A Pro Vice Chancellor (Planning & Development) 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.

(b) DESIRABLE ATTRIBUTES

- Must have a PhD qualification;
- Highly skilled managerial expertise with strong track record in the University sector and/or Research Institution;
- Possess high level of organizational abilities;
- Has proven leadership qualities;
- Demonstrated understanding of University administration, systems and procedures;
- Has In-depth knowledge of the major issues affecting project funding in higher education;
- Has experience in developing relations with communities external to the University, especially at Government level;
- Experience in developing significant levels of new sources of funding.

(c) SKILLS

- Must have extensive knowledge and skills in financial and resource management, and in resource planning, application and control;
- Must have knowledge of public sector funding and regulations in PNG;
- 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.

(d) PERSONAL QUALITIES

- Must have ability to work collaboratively with colleagues and clients;
- Must have high level verbal and written communication skills and good inter-personal skills;
- Must have sound knowledge of leadership and management;
- Must have diplomacy and resilience;
- Possess good personal presentation (grooming & dressing);
- Possess pleasant and mature personality;
- Possess good public relations record.