



JOB DESCRIPTION

POSITION INFORMATION

Position Number: UNRE REG 001
Position Title: Registrar
Employee Class: Administrative
Grade: PBSS 14

JOB POSTING LOCATION

Section: Executive Services
Department: Registry
Location: PNG UNRE Vudal Campus
Reports To: Vice Chancellor
Supervised By: Vice Chancellor
Start Date: 2022
Contract: 3 years

Background

The Registrar who is appointed by the University Council, reporting to the Vice Chancellor as the Chief Administrative Officer and is responsible to provide leadership and oversight to all aspects of the corporate affairs of the university. The Registrar is responsible to the Vice Chancellor as the Chief Administrative Officer and is responsible for compliance on university legal, student registry, human resources regulations, policies, and functions for all campuses of the University.

The University Registrar plays a critical role in the University and Academic operations by effectively managing the maintenance and integrity of all student academic records; student registration and the management & implementation of the undergraduate assessment policy including academic grades; compliance with the regulations; and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to the University Act and Statutes. The University Registrar must provide strong leadership consistent with the administrative processes and systems, aligned to the University's Vision, Mission, and goals.

Responsibilities

- Manage legal matters including ensuring the University meets statutory obligations to the state in consultation with the Vice Chancellor, handle lawsuits both for and against the University; liaise between university and unions and other industrial relations and liaise between university and outside bodies in general;
- Demonstrated capacity to conceptualize, develop and review major professional, management or administrative policies, objectives and strategies involving high level liaison with internal and external client's areas.
- Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.
- Manage registry matters including coordination of student admissions with the PVC (ASA); oversee student course registration; monitor student progress with regards to GPA; coordinate graduations; provide secretariat to most University committees and manage and maintain all non-financial University records including digital and database; function or development and implementation of a policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements.

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- Manage welfare of staff by overseeing the counselling, discipline, repatriation, staff training policy development and development of position descriptions; a small and specialized unit where significant innovation, initiative and/or judgement are required;
- Other duties include providing secretariat duties to the University Council; provide senior administrative support to the more complex schools and division considering the size, budget, course structure, external activities and management practices within the school/department or equivalent unit,
- Be an active member of the Universities Senior Management Team..
- Any other duties as assigned and directed by the Vice Chancellor

TRAINING LEVEL OR QUALIFICATION

This is an executive management level where duties are performed at a skill level which assumes and requires knowledge or training equivalent to Masters or postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or training.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

- Strong experience in institutional management with a high-level understanding of the academic and professional structure and programs, the University statutes and policies.
- Demonstrate drive, resilience, leadership qualities and ability to think strategically, coach, mentor, motivate and inspires other.
- Highly developed oral and written communication competency and high level analytical and problem-solving skills; sound understanding of corporate and business planning techniques and tools and the ability to implement them;
- Demonstrated ability to make policy recommendations and implement programs and/or projects involving major change within agreed timeframes.
- High level knowledge and understanding of PNG legislation, PNG 2050 and Medium Term Development Strategy, Public Sector Policies and procedures
- Honest and reliable with a demonstrated capacity to treat staff fairly and equitably;
- Proven ability to work in Management Team.
- Good knowledge of the University Code of Conduct.

Salary Range:

UNRE 14 (K95, 437.60-K116, 664.13] Plus K11, 295 -K13, 317 DMA, gratuity@25% & other contractual allowances for Senior Contract Citizen 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 Friday 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.

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

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