



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT

“Sustaining Our Future”

Private Mail Bag, **RABAUL**, East New Britain Province, Papua New Guinea | phone (675) 983 9144 | fax (675) 983 9166

JOB DESCRIPTION

		POS. NO: UNRE HOU 002
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION HOUSING OFFICER	
OFFICE/AGENCY CHANCELERY	LOCAL DESIGNATION	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE <i>Bursar</i>	POS. NO. <i>UNREBO 003</i>
BRANCH <i>Business & Finance</i>	IMMEDIATE SUPERVISOR <i>PRO – VC (Admin/Dev)</i>	POS. NO. <i>UNREEX 004</i>
SECTION <i>Bursary</i>	LOCATION <i>Vudal, ENB</i>	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC- Vudal/95	12/12/1995	New Establishment, newly created
SCMC –Vuda/00	10/06/2000	Re-structure/Re-organization
SCMC – UNRE/05	21/07/2005	Re-structure/Re-organization

1. PURPOSE

Helps develop University Housing Policy and Tenancy regulations.

Executive decisions of the Housing Committee co-operation with relevant sectional officers of the University.

2. ACCOUNTABILITIES

- Inspect all University houses on a regular basis (preferably on a bi-monthly basis).
- Keep up to date financial record of financial transaction pertaining to all housing maintenance funds, including record of staff rental deduction, any income from rental of university houses and any money spent on property rental from outside and any university contribution to staff house maintenance funds.
- Ensure Tenancy Agreement is fully implemented and ensure that tenants comply with rules of tenancy as contained in the Tenancy agreement.

3. MAJOR DUTIES

- Ensure University houses are well maintained and in habitual and hygiene condition.
- Impose discipline on defaulting tenants.
- Keep all the University house keys in a secure and accessible place.
- Secure funding and budgetary support for housing maintenance.
- Advice on House allocation to the university staff.

POSITION AND PERSON SPECIFICATIONS

4. QUALIFICATIONS

- Qualifications in building and architectural studies from any University or relevant.
- Financial Management.
- Excellent written and verbal communication.

5. KNOWLEDGE

- Public Service Financial (Management) Act
- Public Service Management Act
- PS General Order
- UNRE Act
- UNRE Statute

6. SKILLS

- Computer literate (Word/Excel)
- Should possess Management/Supervisory skills.
- Must be reliable good character and safety conscious, self - starter and be able to work with minimum supervision.

7. WORK EXPERIENCE

- Experience in property management.
- Demonstrated leadership and management capabilities.
- Ability to read and interpret rules and regulations.
- Skills in networking with the organization and ability to negotiate and compromise issues.
- Ability to work deadlines, to work under pressure and establish priorities
- Must be of sober habits and able to work with minimal supervision