



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES AND ENVIRONMENT

SCHOOL OF NATURAL RESOURCES
DEPARTMENT OF FISHERIES MARINE RESOURCES

JOB DESCRIPTION

| | | |
|------------------------|--|---------------------------------|
| | | POS. NO.: UNREFMR 007 |
| DEPARTMENT: | DESIGNATION /CLASSIFICATION: LECTURER 1/2 FISHERIES SCIENCE (Fish Population Dynamics) | |
| OFFICE/ AGENCY: | LOCAL DESIGNATION: LECTURER 1/2 FISHERIES SCIENCE & MANAGEMENT | |
| DIVISION: | HIGHEST SUBORDINATE: TUTOR FISHERIES SCIENCE & MANAGEMENT | POS. NO. |
| BRANCH: | IMMEDIATE SUPERVISOR: HEAD OF DEPARTMENT FMR | POS. NO. |
| SECTION: | LOCATION: VUDAL CAMPUS | |

HISTORY OF POSITION

| DPM FILE NO. | DATE OF VARIATION | DETAILS |
|--------------|-------------------|---------|
| | | |
| | | |
| | | |

1. PURPOSE

- a) To make contributions to the teaching effort of the University.
- b) To carry out activities that will maintain and develop a person scholarly, in terms of research and professionally in terms of relevant activities in the area of interest / speciality of a person.
- c) To ensure that the four areas of academia provided by the Department are served; teaching and learning, academic scholarship, research scholarship, and professional scholarship.
- d) To provide resource skills and speciality to the Fisheries Marine Resources Department and School of Natural Resources.
- e) To provide routine and other academic functions.
- f) To provide routine academic and administrative tasks involving clients within and outside of the University.

2. ACCOUNTABILITIES

- a) Ensure that the four areas of academia provided by the Department are served; teaching and learning, academic scholarship, research scholarship, and professional scholarship.
- b) Ability to produce written and present reports.
- c) Ensure that academic procedures are maintained and observed according to the University rules and by-laws.

3. MAJOR DUTIES

- a) Teaching performance and leadership
 - Conduct of tutorials, preparation of and course delivery, supervise program of study, marking of assignments and assessment, consultation with students and production of course and teaching materials.
- b) Research and scholarship
 - Conduct of research, application of research, publication of scholarly work.
- c) Academic and industry leadership
 - Initiation and development of courses, acting as course coordinator, development of course materials with appropriate consultation and advice from the support of senior academic staff and a range of other academic functions.
 - Attendance at department/university meetings and/or membership of a number of University committees.
- d) Professional leadership
 - Involvement in professional activities, conduct of short courses, development of close industry liaison.
- e) Liaise with persons and organizations both within the University and outside on behalf of the HOD
- f) Carry out other duties as directed by the HOD.

4. POSITION AND PERSON SPECIFICATIONS

a. QUALIFICATIONS

- Postgraduate with relevant experience
- Masters in relevant field of expertise
- Master of Philosophy
- PhD.

b. KNOWLEDGE

- **Person appointed as Lecturer 1/2 in Fisheries Sciences is expected to undertake duties appropriate to this level of appointment.**
- **Scope of knowledge as Lecturer 1/2 in Fisheries Sciences is expected to cover a wide range of the aspects of fisheries sciences including fisheries biology, fisheries ecology, fish population dynamics studies /fish stock assessment, fisheries management, fisheries oceanography, and fisheries climatology.**
- **Knowledge may also include marine as well as aquaculture sciences in the area of natural resource research, development and management; and basic biological sciences.**

c. SKILLS

- Familiar with quality assurance standards of the University and maintain these standards by applying the procedures and processes as required
- Ability to plan, organize, implement and evaluate a course delivered to students.
- Plan and conduct workshops, seminars, conferences and summits

- Competency and proficient in Microsoft Office software, telephone and electronic (e-mail, website) management and office procedure presentation including telephone manners
- Competent in basic information and communication technology management.

d. **WORK EXPERIENCE**

- Excellent command of written and oral communication skills
- Basic human resource management skills
- Possess good interpersonal skills
- Possess good personal presentation (grooming and dressing)
- Possess pleasant and mature personality
- Possess good public relations record
- Ability to withstand high workload pressure and working overtime
- Well versed with academic issues affecting the University.

5. WORKPLACE HEALTH AND SAFETY

All employees have an obligation to comply with the University's workplace health and safety policies, procedures and instructions to ensure a safe workplace.

6. EQUAL OPPORTUNITY

All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

Employees signature

HOD's signature

HR Representative