



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES AND ENVIRONMENT

SCHOOL OF NATURAL RESOURCES
DEPARTMENT OF FISHERIES MARINE RESOURCES

PNG UNRE JOB DESCRIPTION

		POS. NO.: UNREFMR TOK 013
DEPARTMENT:	DESIGNATION /CLASSIFICATION: SENIOR TECHNICAL OFFICER	
OFFICE/ AGENCY:	LOCAL DESIGNATION: SENIOR TECHNICAL OFFICER (BOATS/OBMSPECIALIST)	
DIVISION:	HIGHEST SUBORDINATE: TECHNICAL ASSISTANT	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 of a person (speciality).
- 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 the School of Natural Resources.
- e) To provide routine and other technical functions.
- f) To provide routine technical, support 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. SPECIFIC DUTIES

Specific duties required of a Specialist Technical Officer Boat & OBM may include:

- a) **Provide leadership and organise technical support to the academic and research needs of the department for the use of boats and OBMs.**
- b) **Effective management, servicing, operations and upkeep of boats and OBM**
- c) **The collection and preparation of materials from the field for student tutorial and practical classes for all subjects relevant to fisheries sciences.**
- d) **The preparation and set-up of field and/or laboratory practical classes.**
- e) **The tidying-up of laboratory space and stowage of equipment, gear and samples after field and/or laboratory practical classes.**
- f) **Lead in the operation, management and maintenance of all small craft (dinghies) and OBM (outboard motors) in possession of the Fisheries Marine Resources Department at PNGUNRE.**
- g) **Assist in the conduct of tutorials, practical classes, demonstrations, student field excursions.**
- h) **Assist in the conduct of research activities, including field sampling, data analysis, reporting.**
- i) **A range of administrative functions, the majority of which are connected with the subjects of Fisheries Sciences in which the Fisheries and Marine Resources program offers.**
- j) **Attendance at Departmental, School and University staff meetings.**
- k) **The conduct of other duties outside the Fisheries and Marine Resource program, at the approval of the HOD of Fisheries Marine Resources Department.**

4. POSITION AND PERSON SPECIFICATIONS

The Specialist Technical Officer for Fisheries should have the following personal specifications.

A. QUALIFICATIONS

- a) Preference will be given to adequate trade certification in motor mechanization
- b) Trade certification in motor mechanisation + OBM specific training
- c) Bachelor's degree in mechanical with extensive relevant not less than six (6) years both in industry and academia.
- d) Postgraduate in aquaculture, fisheries science or marine science (is an advantage) with relevant technical training/experience.
- e) Masters' degree in fisheries or marine sciences + OBM management as a strength (is an advantage).

B. KNOWLEDGE

- a) A technical officer experienced in boats and OBM handling, operation and maintenance is expected to undertake duties appropriate at a senior and specialist technical officer level of appointment.
- b) Wide range of knowledge in the techniques used in fisheries activities (fishing gear technology, outboard motor operations, fishing and marine operations).
- c) Demonstrated operational knowledge and skills in the running and upkeep of OBM and parts and accessories and fishing gear.
- d) Able to introduce aspects of OBM and fisheries operations.
- e) Demonstrated knowledge and skills in the practice of facilitating ocean-bound field and assisting in laboratory research needs in marine and fisheries sciences.

C. SKILLS & WORK EXPERIENCE

- a) Familiar with quality assurance standards of PNG UNRE.
- b) Ability to organize and prepare a laboratory practical class, a field practical class, and a research activity delivered to students.
- c) Competent in basic information and communication technology, especially the use of spreadsheets (MS Excel).
- d) Good command of written and oral communication skills in English.
- e) Possess good interpersonal and skills.
- f) Demonstrated ability to withstand high workload pressure and working overtime.
- g) Knowledgeable technical skills in scientific communication.
- h) Basic human resource management skills.
- i) Possess and maintain good personal presentation at work including grooming, dressing, cleanliness and human health standards.
- j) Possess and maintain pleasant and mature personality and is much disciplined, not indulged in drunkenness and violence.
- k) Ability to withstand high workload pressure and working overtime, while maintaining workplace health and safety standards.

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