



**JOB DESCRIPTION**

		POS. NO. UNRE EE 1.003
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION Lecturer I /II (U2)	
OFFICE/AGENCY DEAN OF SCHOOL	LOCAL DESIGNATION Lecturer I /II	
DIVISION - SCHOOL OF ENVIRONMENT & CLIMATE CHANGE	HIGHEST SUBORDINATE Technical Instructor	POS. NO.
BRANCH-KONEDOBU & RABAUL OBSERVATORY	IMMEDIATE SUPERVISOR Head of Department	POS. NO.
SECTION-DEPT.OF ENVIRONMENTAL ENGINEERING	LOCATION - KONEDOBU & RABAUL OBSERVATORY, AND OTHER COMMUNITY LOCATIONS IN ENB.	

**HISTORY OF POSITION**

DPM FILE NO.	DATE OF VARIATION	DETAILS
NA	NA	NA

**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 (specialty).
- c) Ensure that the four areas of academia provided by the Department are served: teaching and learning, academic scholarship, research scholarship and professional scholarship.
- d) Provide resource skill and specialty to the Department of Renewable Energy and Environmental Engineering and School of Environment & Climate Change
- e) Provide routine academic and research related functions.
- f) Provide routine academic and administrative tasks involving clients both 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.

## 2. MAJOR DUTIES

- a. Teaching performance and leadership
  - Conduct of tutorials, preparation 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 coordinators, development of course materials with appropriate 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 HOD.
- f. Carry out other duties as directed by the HOD.

## 3. POSITION AND PERSON SPECIFICATIONS

### (a) **PERFERRED (MINIMUM) QUALIFICATIONS**

- Post Graduate degree Master's Degree [e.g. MSc (Magister Scientae); MPhil (Master of Philosophy), MS (Master of Science) or MA (Master of Arts). in relevant field of expertise]. Relevant experience (8-10 years) in Renewable Energy and Environmental Engineering, Environmental Sciences, Social or Applied Sciences, Anthropology or Sociology.
- Candidates or recent graduates with PhD and 2-5 years (with industry, government or non-governmental agencies or organisations) or related experience in relevant areas of expertise, will also be considered.

### (b) **KNOWLEDGE**

- Person appointed as Lecturer I/II is expected to undertake duties appropriate to this level of appointment.
- Scope of knowledge is expected to cover a wide range of knowledge that will cover in the area of natural resources and management, climate change, renewable energy and environmental engineering.
- Focus of this post is on specializing in one or more of the following areas of Environmental Engineering, Renewable Energy, Bioenergy, Ecological Evaluations, and Global Climate Change. Applicants should demonstrate a commendable level of attainment in two subject areas mentioned above, at least one of which must be through teaching, leadership or research and scholarship.

- Expected to teach relevant Environmental Engineering subjects in the Degree of School of Environment and Climate Change programmes and will be expected to provide leadership to other academic staff in this area in both teaching and research. He/she will also assist by interaction with the University operations and other relevant community-based services in East New Britain Province and PNG.

(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 suite (MS Word, Excel Access, Outlook and Visio), 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 and people focused skills.
- Possess good personal presentation (grooming & dressing)
- Possess pleasant and mature personality.
- Possess good public relations record.
- Ability to withstand high workload pressure and working overtime
- Filing and standards office procedures
- Data-base and statistical analysis (SAS, SPSS, PSPP or R Statistics)
- Well versed with academic issues affecting the PNGUNRE.