



(PNG UNIVERSITY OF NATURAL RESOURESE & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNRE PPME 010
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Investment Planner	
OFFICE/AGENCY CHANCELLORY	LOCAL DESIGNATION	
DIVISION <i>CHANCELLORY Administration</i>	HIGHEST SUBORDINATE DIRECTOR	POS. NO. UNRE PPME 001
BRANCH PLANNING & DEVELOPMENT - Vudal	IMMEDIATE SUPERVISOR PLANNER	POS. NO. UNE PPME 003
SECTION PLANNING & MONITORING	LOCATION VUDAL, EAST NEW BRITAIN	

HISTORY OF POSITION(Obtain from council decision records or DPM instruction/correspondences)

UNRE FILE NO.	DATE OF VARIATION	DETAILS

1. PURPOSE

This position will be responsible for the financial and investment initiatives of the University in ensuring that the University is financially able to implement its activities, programs and projects.

2. ACCOUNTABILITIES (for improvement, provide a given service on time)

- Timely attention to investment duties/requirements regarding operations of the University
- Ensure all activities in relation to investment initiatives are done accurately on a timely basis.
- Timely decision/advice from Director Planning.
- Effective reviews of all investment initiatives and provide accurate reports.
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3. MAJOR DUTIES

The main duties of the Investment/Financial Planner shall comprise, amongst others, the following:

- Provide investment planning advisory services.
- Research and present investment strategies.
- Prepare investment policy and procedure documentation.
- Identify investment process improvement.
- Perform any other tasks as requested by the Director for Planning

4. SPECIFIC DUTIES AND RESPONSIBILITIES

- Assist the Director with writing and preparing of the Yearly Strategic Plan
- Coordinate the formulation of the university's Business Plan
- Prepares Technical Submission for funding to donor agencies
- Arrange for Corporate Dinner fundraising
- Maintains an orderly manner of follow ups with correspondence and protocol with work output
- Reports breach of act in the role of duty performed to the immediate Subordinate by way of written document
- Assist the Director with meetings and travels
- Attends to local and international meetings, conferences, workshops and seminar presentations on Department behalf
- Conduct trainings or workshop for staffs within the Department
- Assist in the supervisory role
- Prepares a two weeks report or end of month report to the Director for file keeping

5. REQUIRED COMPETENCIES

- She or He must be customer service oriented
- Is computer literate; has excellent interpersonal skills; is fluent in written and spoken English and very good in report writing.
- Possesses very good organizational and management skills
- Pays close attention to detail

6. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Degree in Business or related field from a recognized institution
- Masters in Leadership and Management
- Management Certificate
- Postgraduate Certificate/Diploma in teaching and learning Institute
- Trainer Certificate

(b) KNOWLEDGE (Policies/legislations/system/process)

- Public Service Management Act
- PFMA
- NPCA
- PS General Order
- UNRE Act
- UNRE Statute

(c) SKILLS (Know how/ability)

- Experience with financial planning software
- Exemplary written and verbal communication skills
- Strong interpersonal aptitude
- Ability to maintain confidentiality
- Should Posses some Supervisory Roles
- Public Relations

(d) WORK EXPERIENCE

- A minimum of 5 years working experience in financial industry
- Previous experience in a similar role
- A minimum of 5 – 7 years with Government Departments
- A Project orientated type of person