



SCHOOL OF ENVIRONMENT & CLIMATE CHANGE

DEPARTMENT OF CLIMATE CHANGE, HEALTH AND DEVELOPMENT

JOB DESCRIPTION

		POS. NO. UNRE GHRR 009
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION Tutor (U1) -Environment Impact Assessment	
OFFICE/AGENCY DEAN OF SCHOOL	LOCAL DESIGNATION Technical Office	
DIVISION-DEAN OF SCHOOL	HIGHEST SUBORDINATE	POS. NO.
BRANCH -KONEDOBU & RABAU OBSERVATORY	IMMEDIATE SUPERVISOR HEAD OF DEPARTMENT	POS. NO.
SECTION DEPT. OF CLIMATE CHANGE, HEALTH AND DEVELOPMENT	LOCATION - KONEDOBU & RABAU OBSERVATORY, AND SOME COMMUNITIES IN THE UPPER BAINING AND SURROUNDING ATOLLS OR ISLANDS (E.G. DUKE OF YORK ISLANDS)	

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 Climate Change, Health and Development.
- e. Provide routine and other academic 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.

4. 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 (5-8 years) in Environment, Climate Change, Health and Development, Environmental Sciences, Social or Applied Sciences, Anthropology or Sociology.

(b) **KNOWLEDGE**

- Person appointed as Tutor 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 Climate Change Adaptation, Mitigation, Health and Development.
- Teach and develop face-to-face as well as potential on-line learning modules for Climate Change, Health and Development at the Degree level within the School of Environment and Climate Change programmes.
- He/she will be expected to provide leadership in teaching and research to other academic and technical staff in Health and Development, Climate Change and Development. The appointee will also be expected to play a prominent role in improving productivity in Environment, Health and Development Studies at SECC-UNRE.

(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 work load 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.