



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

**STUDENT SUPPORT SERVICES**

**JOB DESCRIPTION**

		<b>POS. NO.</b> <b>UNRE SSS 006</b>
<b>DEPARTMENT - PNG UNRE</b>	<b>DESIGNATION/CLASSIFICATION: Chaplain</b>	
<b>OFFICE/AGENCY</b> Registry	<b>LOCAL DESIGNATION: Chaplain</b>	
<b>DIVISION</b> Registry	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH</b> Registry	<b>IMMEDIATE SUPERVISOR Director –Student Support Services</b> <b>POS. NO. UNRE SSS 001</b>	
<b>SECTION</b> Student Support Services	<b>LOCATION - Vudal Campus</b>	

**HISTORY OF POSITION**

<b>DPM FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>

**1. PURPOSE**

This position will be responsible to the Director Student Support Services for providing Chaplain services. To work as a member of the multi-disciplinary team (MDT) to ensure the offering of spiritual, holistic, and religious care to staff and students in the University.

**2. ACCOUNTABILITIES**

- a. Timely student operations
- b. Effective and efficient student chaplainry services
- c. Ensure student religion activities are done accurately in a timely basis.

### **3. MAJOR DUTIES**

- Provide support to staff and students in their provision of spiritual care.
- Organize a daily Gathering of prayers students dormitory.
- Organize and give leadership to students and staffs Service.
- Offer spiritual care and support to staff and students, and act as a reference point for information across a spectrum of cultural, spiritual, and religious issues.
- Work with the Head of the SSS on the delivery of staff and students support sessions and participate in the delivery of a programme to increase staff and students wellbeing and resilience.
- Develop events e.g., courses, conferences, retreat, fellowships, and crusades relating to spiritual care and well-being.
- Maintain church services.
- Develop Counseling Programs
- Undertake other duties, as required by the Director –Student Support Services which are consistent with the duties of the position.

### **4. POSITION AND PERSON SPECIFICATIONS**

#### **(a) QUALIFICATIONS**

Clergy/ Minister or Authorized Lay Worker

- Educated to diploma/degree level
- Certificate in Counselling

#### **(b) KNOWLEDGE/SKILLS**

- Ability to communicate effectively with staff, students and management at all levels both within and externally
- Counselling/ listening skills
- Computer literacy including Word, Excel, and Email
- Demonstrate high-level communication (speaking, writing) skills
- Demonstrate good interpersonal skills
- Demonstrated high-level organizational ability
- Effective counseling skills
- Excellent written and oral communication skills
- High levels of patience and compassion
- Possess a high level of attention
- Good collaboration skills

**(d) DISIRABLE ATTRIBUTES**

- Ability to maintain confidentiality
- Adaptability and flexibility in approach to problem solving to meet changing needs
- Firm in own faith and belief whilst being supportive of people with other beliefs and sexuality
- Maintains a calm disposition and positive outlook
- Trustworthy in all aspects of the role
- Self- motivated and able to work with high degree of autonomy
- A full appreciation of the value of co-operation within a team environment
- Ability to work well within and adapt to a changing environment
- Reflective
- Enthusiastic and motivated
- Willingness to work flexibly
- Forward thinking and creative
- Committed to striving for excellence

**(C) WORK EXPERIENCE**

- 5 years or more experience in a similar working environment, preferably in a university setting.