



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

SCHOOL OF NATURAL RESOURCES

DEPARTMENT OF HOSPITALITY & TOURISM

JOB DESCRIPTION

		POS. NO. UNRETH 005
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION Tutor (Ethics Communication)	
OFFICE/AGENCY DEAN OF SCHOOL	LOCAL DESIGNATION Tutor	
DIVISION SCHOOL OF NATURAL RESOURCES	HIGHEST SUBORDINATE	POS. NO.
BRANCH VUDAL	IMMEDIATE SUPERVISOR HEAD OF DEPARTMENT	POS. NO.
SECTION HOSPITALITY & TOURISM	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 (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 Hospitality & Tourism Department and School of Natural Resources
- 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

- g. Ensure that the four areas of academia provided by the Department are served; teaching and learning, academic scholarship, research scholarship and professional scholarship.
- h. Ability to produce written and present reports.

- i. 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) QUALIFICATIONS

- Post Graduate with relevant experience
- Masters in relevant field of expertise
- Master of Philosophy
- PhD

(b) KNOWLEDGE

- Person appointed as Tutor (Ethics and Communication) 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 crop as well as livestock sciences in the area of natural resources and management.
- Teach Ethics and Communication in the Diploma and Bachelor of Hospitality & Tourism programs. He/she will be expected to provide leadership in teaching and research to other academic and technical staff in Hospitality & Tourism. The appointee will also be expected to play a prominent role in improving productivity of the catering service of the University Catering Department.

(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, 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 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 procedures.
- Well versed with academic issues affecting the PNGUNRE.