



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

CENTRE FOR GRADUATE STUDIES AND RESEARCH

JOB DESCRIPTION

		POS. NO. UNRE CGS&R 001
DEPARTMENT -	DESIGNATION/CLASSIFICATION: DEAN (Centre for Graduate Studies and Research)	
OFFICE/AGENCY	LOCAL DESIGNATION: Dean - Professor	
DIVISION	HIGHEST SUBORDINATE	Vice Chancellor POS. NO.
BRANCH	IMMEDIATE SUPERVISOR	Pro Vice Chancellor Academic POS. NO.
SECTION	LOCATION - Vudal campus	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS

1. BACKGROUND

The mission of PNG-UNRE is to develop the sustainable use of our diverse natural resources and environment through quality education and research. To achieve this, we are committed to producing graduates with the skills and knowledge required to help lead our agricultural, fisheries, forestry and tourism industries, and to carrying out research designed to address the problems faced by these industries. The degree and diploma courses in Tropical Agriculture require experienced academic staff for course delivery.

2. PURPOSE

- a. The dean shall be the Research and administrative leader of the Centre for Graduate Studies and Research
- b. The Dean shall administer the School in accordance with the by-laws of and rules of the School of Postgraduate studies and Research
- c. The dean shall administer the policies of the Centre for Graduate Studies and Research

3. ACCOUNTABLES

- a. Ensure research is in accordance with the essentials specified by the University and DHERST requirements and accreditation and Ethical standards
- b. Quality research initiatives with the University of Natural Resources and Environment working in conjunction with the Department of Higher Education Research Science and Technology
- c. A scholarly environment to include the support of research and other scholarly activities

4. MAJOR DUTIES

- a. Meet with the Vice Chancellor, Pro Vice Chancellor Academic, Deans and HODs of other Schools as appropriate in the development of the University policies
- b. Meet with staff, HODs and Deans of other schools in the administration of policies of Centre for Graduate Studies and Research
- c. Support and coordinate programmes in the Centre for Graduate Studies and Research
- d. Make recommendations for the appointment, promotion, and tenure of school staff members and department and department heads, appointment and continuation of Acting Department Heads
- e. Make recommendations on the appointment of Deans, HODs, Lecturers, Tutors and technical staff
- f. Be responsible for decisions for the operations of the Centre and authorized policies of the Centre for Graduate Studies and Research and the University of Natural Resources and Environment
- g. Be responsible for the preparation of scholarship and policies and administration of the budget of the School of Postgraduate studies and Research
- h. Keep the Heads of Departments and School fully informed of the educational and financial status of the School of Postgraduate studies and Research
- i. Cooperate with the University on planning and development
- j. Lead the Centre for Graduate Studies and Research in the development and maintenance of high quality instruction scholarship and policies
- k. Assign and monitor laboratory space within the Centre for Graduate Studies and Research
- l. Perform such other functions appropriate to the office as may be directed by the Vice Chancellor or Pro Vice Chancellor Academic

5. POSITION AND PERSON SPECIFICATIONS

a. QUALIFICATIONS

- Possession of a PhD qualification in relevant discipline area of Natural Sciences or equivalent accreditation or standing
- Distinguished level of attainment in two of the four areas of achievement namely teaching performance and leadership or research and scholarship
- Minimum of 20 years of relevant experience in field of expertise at Senior or Middle Management Capacity in Natural Resources
- Equivalent standing can be demonstrated by comparison of attainment in areas relevant to academic employment with the standard attained in a doctoral degree in the relevant discipline area

b. KNOWLEDGE

- Able to administer the budgets within the school
- Able to plan capital facilities to ensure usage is optimized and that technology is up to date
- Promote research ethos and consulting activities relevant to the university's mission and goals.

- Person appointed as Professor is expected to undertake duties appropriate to this level of appointment.
- Scope of knowledge is expected to cover a wide range of knowledge covering Business and management.
- Contribute in teaching relevant subject areas in the Natural Resources Sector. This position requires basic understanding of sustainable natural resources management.
- Ideally the candidate should have a research interest or capacity in at least one of the areas of Natural Resources Sector..

c. SKILLS

- Must be familiar with quality assurance standards of the University and maintain these standards by applying the procedures and processes as required.
- Competent and proficient in computer skills.
- Implement and administers University policy within the department, including policy with respect to equitable access to education and employment, health and safety
- Arbitrate on all intra-departmental matters in relevant disciplines
- Facilitates intra-departmental matters in relevant disciplines
- Fosters the professional and general development of staff
- Conducts formal monthly meetings with staff of departments
- Competency and proficient in Microsoft Office and other relevant computer application software or ICT skills
- Excellent command of written and oral communication skills
- Basic human resource management skills
- Possess good interpersonal skills
- Possess good personal presentation (grooming and dressing)
- Possess pleasant and mature personality
- Possess good public relations record.
- Excellent command of written and oral communication skills
- Basic human resource management skills
- Ability to withstand high workload pressure and working overtime

d. WORK EXPERIENCE

- Must have been a Senior Lecturer for over 5 years
- Should be at Professor or Associate Professor Level over past 3 years
- Well versed with academic issues affecting Universities
- Research and scholarship
 - Generate Research and Scholarship within the Centre for Graduate Studies and Research
 - Play a lead role in research culture and implementation
 - Assist in conducting of research and other related activities

- Academic and industry leadership
 - Assist in the development of course(s) with appropriate advise and support of senior academic staff
 - Conduct School meetings such as school Exam Board and Academic Review meetings
 - Attend department/university meetings

- Professional leadership
 - Coordinate or organize workshops/Seminars/Conferences and other important events for the Centre for Graduate Studies and Research and University
 - Attend workshops/Seminars/Conferences where applicable

e. CAPABILITIES AND RELATED VALUES

	Capabilities	Values
1	Role models ethical behaviour	Honesty, integrity, accountability, respect, responsibility, wisdom
2	Leads with personal drive, commitment and resilience	Responsibility, accountability, integrity, wisdom
3	Provides strategic direction	Accountability, wisdom, responsibility
4	Promotes change and innovation	Integrity, responsibility, accountability, respect, wisdom, honesty
5	Communicates with influence and political assertiveness	Honesty, integrity, accountability, respect, wisdom, responsibility
6	Builds collaborative relationships	Respect, responsibility, accountability
7	Builds staff capacity and commitment	Responsibility, wisdom, accountability, respect, integrity, honesty
8	Plans and monitors work tasks for achievement	Accountability, responsibility, respect, wisdom, honesty,
9	Promotes effective and efficient service delivery	Honesty, integrity, accountability, responsibility
10	Strengthens institutions	Integrity, accountability, responsibility, wisdom