



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

SCHOOL OF NATURAL RESOURCES

DEPARTMENT OF BUSINESS & ECONOMICS

JOB DESCRIPTION

		POS. NO.
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION : Snr Lecturer 2/ Associate Professor (Head of Department)	
OFFICE/AGENCY DEAN OF SCHOOL	LOCAL DESIGNATION SNR Lecturer 2 (Head of Department)	
DIVISION SHOOOL OF NATURAL RESOURCES	HIGHEST SUBORDINATE	POS. NO.
BRANCH VUDAL	IMMEDIATE SUPERVISOR	POS. NO.
SECTION HOSPITALITY & TOURISM	LOCATION - Vudal campus	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS

1. PURPOSE

- a. To implement the instructions of the Dean of School as and when applicable
- b. To implement the Mission of the University; Mission is to bring to the Pacific Rim community, the benefits of teaching, research, technology transfer and service through the Department of Business & Economics.
- c. To carry out the primary role representing the University and its dealings with external organizations that represent the professional or occupational areas in which the department makes a major contribution to courses..
- d. To ensure that the functions of the Academic Board of the University is carried out; such as to have control and general regulation, responsible for the maintenance of standards of admission, instruction, education, research and examination.
- e. To provide leadership for and promote excellence in the University's teachings and research areas administered by the department.

- f. Ensures that within the department's professional areas, effective liaison is being maintained with business, government, industry, the professions and the community.
- g. To make sure the academic programs of the Department are planned, organized, implemented and evaluated as required by the Academic Board.
- h. Provide routine academic and administrative tasks involving clients both within and outside of the University.
- i. Encourages and promotes a strong external community input into the department and its programs.

2. ACCOUNTABILITIES

- a. Ensure that the four areas of academia provided by the Department are served; teaching and learning leadership, academic leadership, research leadership and professional leadership.
- b. To make sure the academic programs of the Department are planned, organized, implemented and evaluated as required by the Academic Board.
- c. Provide effective and efficient leadership administration of the Department.
- d. Ensure that the four areas of academia provided by the Department are served; teaching and learning, academic scholarship, research scholarship and professional scholarship.
- e. Ensure that academic procedures are maintained and observed according to the University rules and by-laws.
- f. Meets at least annually with all staff in joint goal setting and review and monitors the total responsibility allocation of each staff member.
- g. Prepares annually in consultation with staff the strategic plan including the budget for the department to realize the mission and goals of the University.
- h. Prepares annually in consultation with staff in joint goal setting and review and monitors the total responsibility allocation of each staff member

2. MAJOR DUTIES

- a. Advises the Dean of School as appropriate on all academic matters which are the responsibility of the department
- b. Assists the Dean of School in the development of internal policy on academic and administrative matters.
- c. Meets with the Dean of School to discuss the department's strategic plan and review the department's performance against the plan
- d. Provide guidance to all staff including non-academics, senior and junior academics in preparing and delivering lectures and seminars.
- e. Provide initiative in teaching and learning, academic, research and professional leadership among staff.
- f. Human Resource development Review deliberations that involved external capacity building agencies such as AusAid, NZAid and World Bank agents.
- g. Review of curriculum program of study (Diploma and Bachelor as well as hospitality & tourism modules
- h. Liaise with persons and organizations both within and outside the University
- i. Course administration and support
- j. Curriculum and Course Review deliberations that involved external capacity building agencies such as AusAid, NZAid and World Bank agents.

- k. Appointed member of University Committees that helped in resolving issues of national importance to do with the University in Vudal, Oro and Maprik campuses.
- l. Initiate and develop course materials, Diploma and Bachelor programs courses
- m. Preparation and delivery of course material
- n. Monitor research students and academic staff in promoting research culture
- o. Present research papers at forums, workshops, summits, seminars and conferences. Details in publication and below.
- p. Conduct staff appraisals.
- q. Conducting short courses.
- r. Submission of applications for research grants.
- s. Submission of applications for paid consultancy.
- t. Policy submission. .
- u. School administration and governance. Capacity building.
- v. University administration and governance
- i.

4. **POSITION AND PERSON SPECIFICATIONS**

(a) QUALIFICATIONS

- Completion of doctoral qualification in the relevant discipline area or equivalent accreditation or standing
- Distinguished level of attainment in two of the four areas of achievement namely teaching performance and leadership, at least one of which must be in teaching performance and leadership or research and scholarship.
- Meritorious level of attainment in the two remaining areas of achievement.
- 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

- Familiar with the academic protocols of University administration.
- Able to administer the budgets within the department
- Able to plan capital facilities to ensure usage is optimized and that technology is up to date.
- Promotes research ethos and consulting activities relevant to the University's mission and goals.

(c) SKILLS

- Implement and administer University policy within the department, including policy with respect to equitable access to education and employment, health and safety.
- Arbitrates on all intra-departmental matters in relevant disciplines.
- Facilitates intra-departmental matters in relevant disciplines.
- Encourages all staff to develop and refine teaching skills.
- Fosters the professional and general development of staff.
- Conducts formal monthly meetings with staff of the department.
- Competency and proficient in Microsoft Office software, telephone and electronic (e-mail, website) management and office procedure presentation
- Competent in basic information and Communication Technology management

(d) WORK EXPERIENCE

- Minimum of 15-20 years experience in senior or middle management capacity
- 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
- Well versed with academic issues affecting Universities..