



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

SCHOOL OF GOVERNMENT AND BUSINESS

DEPARTMENT OF BUSINESS AND ECONOMICS

JOB DESCRIPTION

		POS. NO. UNRE GBBE 003
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION Lecturer I/II - Business	
OFFICE/AGENCY DEAN OF SCHOOL-GOVT & BUSINESS	LOCAL DESIGNATION Lecturer - Business	
DIVISION BUSINESS & ECONOMICS	HIGHEST SUBORDINATE Technical Instructor	POS. NO.
BRANCH VUDAL	IMMEDIATE SUPERVISOR Head of Department	POS. NO.
SECTION DEPARTMENT OF BUSINESS & ECONOMICS	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 Department of Business and Economics and School of Government and Business. Provide routine and other academic functions
- e. 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.

## 3. 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

- Masters in relevant field of expertise
- Master of Philosophy
- PhD

### (b) KNOWLEDGE

- Person appointed as Lecturer 1 (Business) 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 Hospitality & Tourism in the area of natural resources and management.
- Focus of this post is on specializing in one or more of the following areas of Hospitality. Applicants should demonstrate a commendable level of attainment in two subject areas mentioned above, at least one of which must be through teaching, leadership or research and scholarship
- Expected to teach relevant management, business economics, computer studies and information technology subjects in the Diploma and Degree of School of Government

and Business programs and will be expected to provide leadership to other academic staff in this area in both teaching and research. He/she will also assist by interaction with the University's Human Resources and Bursary operations and other relevant community-based services in East New Britain Province and PNG.

(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.