



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

**SCHOOL OF ENVIRONMENT & CLIMATE CHANGE (SECC - (DEAN'S OFFICE)**

**JOB DESCRIPTION**

		POS. NO. UNRE SE 001
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION Dean of School	
OFFICE/AGENCY- DEAN OF SCHOOL	LOCAL DESIGNATION Dean of School	
DIVISION- SHOOLOF ENVIRONMENT	HIGHEST SUBORDINATE	POS. NO.
BRANCH -VUDAL	IMMEDIATE SUPERVISOR Vice Chancellor	POS. NO.
SECTION- SCHOOL OF ENVIRONMENT	LOCATION - VUDAL CAMPUS	

**HISTORY OF POSITION**

DPM FILE NO.	DATE OF VARIATION	DETAILS

**1. PURPOSE**

- a. The dean shall be the academic and administrative leader of the School of Environment & Climate Change.
- b. The Dean shall administer the School in accordance with the By-Laws and Rules of the School of Environment & Climate Change.
- c. The Dean shall administer the policies of the School of Environment & Climate Change.

**2. ACCOUNTABILITIES**

- Ensure Education is in accordance with the essentials specified by the Diploma/Degree requirements and accreditation standards
- Quality education initiatives with the University of Natural Resources working in conjunction with the Office of Higher Education

- A scholarly environment to include the support of research and other scholarly activity

## 2. MAJOR DUTIES

- Meet with the Vice Chancellor, the HOD and Deans of other schools as appropriate in the development of the University policies
- Meet with the faculty, staff, Deans as appropriate in the formulation and administration of policies of the School of Environment
- Support and coordinate the programs of the School of Environment
- Make recommendations for the appointment, promotion, and tenure of faculty members and departmental heads, appointment and continuation of Acting Departmental Heads
- Make recommendation on the appointment of Deans, HOD,s , Lecturers and Technical Instructors
- Be responsible for decisions for to the operations of the School of Environment with the properly authorized policies of the School of Environment and the University of Natural Resources and Environment
- Be responsible for the preparation and administration of the budget of the School of Environment
- Keep the Head of Department and the faculty fully informed of the educational and financial status of the School of Environment
- Cooperate with the University on planning and development
- Lead the School of Environment in the development of and maintenance of high quality instruction, scholarship and policies
- Assign and monitor laboratory space within the School of Environment.
- Perform such other functions appropriate to the office as may be directed by the Vice Chancellor

## 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

- Minimum of 20 years' experience in senior or middle management capacity.
- 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 administers 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**

- 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..

**€ CAPABILITIES AND RELATED VALUES**

	<b>Capabilities</b>	<b>Values</b>
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 institution	Integrity, accountability, responsibility, wisdom

