



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

SCHOOL OF ENVIRONMENT AND CLIMATE CHANGE

JOB DESCRIPTION

		POS. NO. UNRE SE 002
DEPARTMENT - Agriculture	DESIGNATION/CLASSIFICATION: Executive Officer (School of Environment and Climate Change)	
OFFICE/AGENCY	LOCAL DESIGNATION: Executive Officer	
DIVISION	HIGHEST SUBORDINATE	POS. NO.
BRANCH	IMMEDIATE SUPERVISOR Dean of SECC	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. MAJOR DUTIES

- a. Administer the School of Environment and Climate Change Office business
- b. Attend to client enquiry on school matters
- c. Take minutes during meetings
- d. Schedule and organize meetings distribute the draft to committee members for comments and corrections
- e. Produce the final minutes for tabling in the next meeting
- f. Keep and maintain data and records, journals and articles in a library
- g. Communicate on behalf of the dean messages to clients on matters of importance

- h. Organize meeting with clients
- i. Publicize the school's vision and agendas.
- j. Advise the school dean on matters of importance regarding the curriculum and administrative functions
- k. Attend to important university meetings on behalf of the school
- l. Assist departments of the school meet their objectives of procurement of capital items, and consumables
- m. Ensure departmental operations are functioning
- n. Academic and industry Liaison
 - Organize and facilitate student field trips
 - Attend department/university meetings where necessary
 - Organise and attend to meeting with industry for collaborative and industry-university partnerships
- o. Professional leadership
 - Assist in organizing workshops and other events hosted by the University
 - Attend workshops where applicable
- p. Carry out other duties as directed by the Dean of the School

3. POSITION AND PERSON SPECIFICATIONS

4.

(a) QUALIFICATIONS

- Bachelor in Science preferably in Natural Resources
- Relevant experience in field of expertise

(b) KNOWLEDGE

- Person appointed as Executive Officer is expected to undertake duties appropriate to this level of appointment.
- Scope of knowledge is expected to cover a wide range of knowledge covering areas in the sustainable natural resources and management.
- Know and uphold the values, policies and rules of the university

(c) SKILLS

- Must be familiar with quality assurance standards of the University and maintain these standards by applying the procedures and processes as required.
- Competency and proficient in Microsoft Office software, telephone and electronic (e-mail, website) management and office procedure presentation including telephone manners.

(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.