



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

STUDENTS SUPPORT SERVICES

**JOB DESCRIPTION**

		POS. NO. UNRE SSP 002
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION Student Female Warden	
OFFICE/AGENCY- WARDEN	LOCAL DESIGNATION -Student Warden	
DIVISION- REGISTRY	HIGHEST SUBORDINATE	POS. NO.
BRANCH-POPONDETTA CAMPUS	IMMEDIATE SUPERVISOR- Director	POS. NO.
SECTION-STUDENT SUPPORT SERVICES	LOCATION - POPONDETTA CAMPUS	

**HISTORY OF POSITION**

DPM FILE NO.	DATE OF VARIATION	DETAILS

**1. PURPOSE**

This position will be responsible to provide specific responsibility for student accommodation, personal welfare, counseling, discipline, travel, sports and recreation, catering, chaplaincy, health safety

**2. ACCOUNTABILITIES (for improvement, provide a given service on time)**

- Timely support for male students welfare
- Effective and efficient administration of PNG UNRE's Student Support Services
- Ensure male Student are assisted on a timely basis
- Timely decision/advice from Director Student Services
- Any other duties as directed by the Director Student Services

### 3. MAJOR DUTIES

- Ensure that the residential policies of the University are implemented
- Carry out training and supervision of student sub-wardens
- Allocate accommodation at the beginning of each year and ensure proper clearance at the end of each academic year
- Ensure up-keep of student accommodation and surrounds
- Allow for recreational and personal development activities by students
- Liaise with relevant staff of the University in relation to matters affecting students
- Advise the Head of Student Support Services on matters relating to the effective operations of student welfare
- Contribute to the management of the Student Support Services
- Provide vocational, academic and personal counseling services
- Foster professional and general development of students
- Provide efficient and effective social and religious activities
- Form a student body for the University and manage it effectively
- Undertake other duties as required by the Head of Student Support Services which are consistent with the above duties.

### 4. POSITION AND PERSON SPECIFICATIONS

#### (a) QUALIFICATIONS

- Diploma/Degree qualification from a recognized university or equivalent qualification

#### (b) KNOWLEDGE

- Public Service Management Act
- Public Service Financial Management Act
- Public Service General Order
- UNRE Act
- UNRE Statute
- Accountants code of ethics

#### (c) SKILLS (Know how/ability)

- Demonstrate good interpersonal skills
- Computer Literate (MS Suite)
- Ability to maintain confidentiality
- Problem Solving skills
- Ability to work to deadlines, to work under pressure and to establish priorities
- Good public relations

(d) WORK EXPERIENCE

- 5 years work experience in the above area
- 5 years work experience in management or supervisory roles.