



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

SCHOOL OF NATURAL RESOURCES

DEPARTMENT OF AGRICULTURE

JOB DESCRIPTION

		POS. NO. UNREDAV 014
DEPARTMENT - Agriculture	DESIGNATION/CLASSIFICATION : Lecturer 1 - Post Harvest	
OFFICE/AGENCY	LOCAL DESIGNATION	
DIVISION	HIGHEST SUBORDINATE	POS. NO.
BRANCH	IMMEDIATE SUPERVISOR HOD Agriculture	POS. NO.
SECTION	LOCATION - Vudal campus	

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 Agriculture Department and School of Natural Resources
- e. Provide routine and other academic functions
- f. Provide routine academic and administrative tasks involving clients both within and outside of the University.

2. ACCOUNTABILITIES

- Ensure that the four areas of academia provided by the Department are served; teaching and learning, academic scholarship, research scholarship and professional scholarship.
- Ability to produce written and present report

- Ensure that academic procedures are maintained and observed according to the University rules and by-laws.

2. 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.
- c. Professional leadership
 - Involvement in professional activities, conduct of short courses, development of close industry liaison
- d. Liaise with persons and organizations both within the University and outside on behalf of HOD
- e. Carry out other duties as directed by the HOD.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Post Graduate with relevant experience
- Masters in relevant field of expertise
- Master of Philosophy
- PHD

(b) KNOWLEDGE

- ✓ Person appointed as Lecturer 1 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 crop as well as livestock sciences in the area of natural resources and management.
- ✓ To teach relevant aspects of crop and animal product handling, storage and transport, microbiology of such products, and downstream processing of both food and non-food products; for example fertilizers, stock feeds and bio-fuels, traceability of products and quality control. Ideally the candidate should have a research interest or capacity in at least two of the above areas of postharvest technology. Particular expertise in microbiology would be especially favorably considered.

(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

- 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.