



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 021002
<b>SCHOOL/OFFICE:</b> SNPS	<b>CLASSIFICATION:</b> U05
<b>DIVISION/STRAND:</b> Biological Sciences	<b>POSITION TITLE:</b> Associate Professor (Botanical Science)
<b>BRANCH:</b> UPNG Waigani main campus	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Division Leader, Biological Sciences
<b>SECTION:</b> Academic	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> PhD – Senior Lecturer
<b>LOCATION:</b> Science II Building	

### **ROLES AND RESPONSIBILITIES OF POSITION**

#### **PURPOSE**

Applicants for this position of an Associate Professor in Botanical Science in the Division of Biological Sciences must be a senior research scientist/academic, with a PhD in Botany or Plant Biology with more than five years of experience in research, teaching and community outreach activities. Candidates with similar qualifications and experience within the field of Botany inclusive of plant taxonomy or plant science are also encouraged to apply. In addition, the candidate must have a proven record of teaching, research and publication in any these fields, as well as evidence of postgraduate supervision and training. As a senior academic in this Division of UPNG's Biological Sciences Division, the candidate must have the ability and skills to provide academic leadership in developing programs and courses as well as reviewing existing ones. He/she must also develop and take leadership in plant biology and divisional research programs and provide supervision to both the undergraduate and postgraduate research projects relevant to the expansion of botanical knowledge. The incumbent must also have the experience, skills and drive to lead an active collaborative research, teaching and outreach programs to empower the botany discipline, the Division and the School of Natural and Physical Sciences of UPNG to be a leader in botany, plant taxonomy or general vegetation science Education and Research in Papua New Guinea.

#### **ACCOUNTABILITIES**

The Candidate will contribute to updating and review of Biological Sciences including marine programs and courses from time to time as necessary to be on par with universities in Australasia and the world.

#### **MAJOR DUTIES**

1. TEACHING
  - Coordinate and present undergraduate and postgraduate courses
  - Create and maintain contact/link with government and the private sector
2. RESEARCH SUPERVISION

- Encourage and motivate research for both postgraduate diploma/honours and post graduate students
3. ADMINISTRATION
    - Coordinate Botany/Plant science discipline program and courses and the Herbarium
    - Assist in the School and Division administration as well as various UPNG committees as appropriate.
  4. RESEARCH
    - Conduct research in fields of Biology, especially plant taxonomy, botany, plant science, ecology, Biodiversity, Conservation and Protected terrestrial Area Management as well as research in collaboration with external universities/stakeholders
    - Seek external funds for research purposes and manage research funds
    - Public ethical research results as well as present research papers at public forums within scientific communities
  5. OUTREACH
    - Provide unpaid consultancy and advisory role if required by UPNG & Others
    - Develop course materials for short courses
    - Conduct short courses as appropriate
  6. DISTANCE EDUCATION
    - Develop course materials for distance education

**SELECTION CRITERIA**

**TRAINING LEVEL OR QUALIFICATIONS**

<b>FACTORS</b>	
Professional Qualifications	PhD in Plant Sciences or related fields is essential.
Publications	Evidence of past publications in reputable international journals and contributions to scientific meetings and conferences
Abilities	Must be able to teach and contribute to research in Botany/plant science & Conservation Biology
Experience	At least 5 years of experience in teaching and research in the field of botany/Plant Science and general biology
Breadth of Skills	Ability to teach across a broad spectrum of courses not only in Botany but biology in general in order to provide support when required
Other Skills	Strong research and publication.

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

1. Knowledge and skills as listed table above.
2. Motivated and enthusiastic about these fields and about teaching and research
3. Knowledge of the UPNG Code of Conduct
4. Appreciate the cultures and traditions of the people of Papua New Guinea

**HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>