



POSITION DESCRIPTION

The University of Papua New Guinea

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| <u>DETAILS OF POSITION</u> | POSITION NO.: 022020 |
| SCHOOL/OFFICE: SNPS | CLASSIFICATION: N08 |
| DIVISION/STRAND: Biological Sciences | POSITION TITLE: Technical Officer Grade 2 |
| BRANCH: UPNG Waigani main campus | IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Division Leader, Biological Sciences |
| SECTION: Non-Academic | HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Other Academics and Senior Technical Staff |
| LOCATION: Science II Building | |

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Applications are invited from active and experienced persons for the position of a **Technical Officer Grade 2** in the Division of Biology. The candidate sought should possess the relevant tertiary qualifications with more than three years of experience providing technical support to a vibrant academic and research institution, in a variety of fields of the biological sciences. For this position, we require the applicant with relevant experience in collecting and **curation of insect**, and assist in other zoological specimens curation work. The applicant is expected to be active both in the field and laboratory. The potential applicant must be prepared to assist in field research both for postgraduate students and lecturers.

ACCOUNTABILITIES

The Candidate will contribute to the maintenance and updating of insect and animal collections/curation and equipment for this section in the NSRC (part of the Centre for Biodiversity & Natural Products) as well entering information and data into the database computer.

MAJOR DUTIES

1. ADMINISTRATION
 - Manage the insect and animal collection and the database as well as the equipment for use in the collection and curation of specimens.
2. RESEARCH
 - Conduct collections of insect and animal specimens from the field with students, staff and researchers and curate these in the lab.
 - Enter data and information into the database and maintain the updating of the database

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

| FACTORS | |
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| Professional Qualifications | Grade 12 or BSc. |
| Abilities | Must be able to collect and curate insect and animal specimens, organise and prepare laboratory and Field trip exercises in consultations with the responsible Lecturers |
| Experience | At least 5 years of experience in lab and field exercises with students and/or researchers |
| Breath of Skills | Ability to work in a team and assist other technical officers and academic staff where needed. Must also work across the broad spectrum of insect and animal curation. |
| Other Skills | Strong research and computing skills. |
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KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above.
2. Motivated and enthusiastic about these tasks above and also on 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)

| UPNG FILE NO. | DATE OF VARIATION | DETAILS |
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