



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 022021
SCHOOL/OFFICE: SNPS	CLASSIFICATION: N07
DIVISION/STRAND: Biological Sciences	POSITION TITLE: Technical Assistant 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 Assistant Grade 2** in the Division of Biology. The candidate sought should possess the relevant high school qualifications with some experience in 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 general biological laboratory work for the first year biology students. The applicant is expected to have some computer experience and active both in the field and laboratory. The potential applicant must be prepared to assist in field research both for undergraduate and postgraduate students and also assist lecturers with their research projects.

This position is being requested to be upgraded and reclassified to Technical Officer Grade 1 position.

ACCOUNTABILITIES

The Candidate will be responsible for preparing the first year laboratory exercises and contribute to the maintenance and updating of laboratory chemicals and scientific equipment for use by the large first year biology classes.

MAJOR DUTIES

1. ADMINISTRATION
 - Manage and prepare materials for the first year biology laboratory and its maintenance and assist other technical staff as and when required
2. RESEARCH
 - May assist academic staff and postgraduate students in conducting their researches.
 - Enter data and information into the database and maintain the updating of the database

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	Grade 102 or 12.
Abilities	Must be able to organise and prepare laboratory and Field trip exercises in consultations with the responsible Lecturers
Experience	Possess some experience in lab and field exercises with students and/or researchers
Breadth 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 biological curation.
Other Skills	Strong technical and computing skills.

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