



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b><u>DETAILS OF POSITION</u></b>	<b>POSITION NO.:</b> 026036
<b>SCHOOL/OFFICE:</b> SNPS	<b>CLASSIFICATION:</b> N06
<b>DIVISION/STRAND:</b> Biological Sciences	<b>POSITION TITLE:</b> SING Secretary
<b>BRANCH:</b> UPNG Waigani main campus	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> SING Chief Editor
<b>SECTION:</b> Non-Academic	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Dean and other SING Editorial Board Members and other Academics
<b>LOCATION:</b> Science II Building	

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

#### **PURPOSE**

Applications are invited from active and experienced persons for the position of a **Secretary for Science in New Guinea (SING)**, the school publication journal managed both by the school and the division of Biology. The candidate sought should possess the relevant Secretarial qualifications with more than three years of experience providing secretarial support to a vibrant academic and research institution at an executive level and well versed in scientific terminologies. For this position, we require the applicant with relevant experience in compiling, editing and facilitating papers (articles) to peer reviewers both national and abroad in close consultations with the Chief Editor of SING within the SNPS. The potential applicant must be computer literate and be prepared to work under pressure both during and after hours in meeting deadlines.

#### **ACCOUNTABILITIES**

The Candidate will manage the quarterly publication of the SING Journal of the school as well as its maintenance and updating, recording and administering the Publications, facilitating calls for papers by the authors, following up of papers sent to peer reviewers and the final printing of the papers in the Journal. She/he must be well as well entering information and data into the database computer.

#### **MAJOR DUTIES**

1. ADMINISTRATION
  - Manage the SING Office, the publications, creating files and indices in the computer, uploading the publications into the University, national and international websites. Maintaining an up to date registry of publications, funds generated from publications and facilitating calls for papers through internet connections and websites. Providing reports to the Editorial Board and the school.
2. RESEARCH
  - Maintaining publication index by dates, titles, authors and reporting to the Editorial Board and school
  - Enter data and information into the database and maintain the updating of the database

### **SELECTION CRITERIA**

### TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	Grade 12 and be a graduate of a recognised Secretarial Institution.
Abilities	Must be able to perform secretarial tasks, computer literate and be a good communicator. She/he must be a good organiser
Experience	At least 3 years of experience in secretarial fields at an executive level
Breath of Skills	Ability to work under pressure both during and after
Other Skills	Strong computing skills.

### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

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

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS