



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 113003
SCHOOL/OFFICE: CENTRE FOR HUMAN RESOURCE DEVELOPMENT (CHRD)	CLASSIFICATION: NN 7
DIVISION/STRAND: CHRD	POSITION TITLE: ASSISTANT REGISTRAR – STAFF DEVELOPMENT
BRANCH: CHRD	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: LECTURER U2.4 – LECTURER IN TEACHING AND CURRICULUM
SECTION: CHRD	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: LECTURER U2.4 – LECTURER IN TEACHING AND CURRICULUM
LOCATION:	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Assistant Registrar- Staff Development assists with the administration of applications, recording and notification of outcomes, processing payments and variations to scholars and providing high standard customer service to the academic and non-academic staff within the University.

ACCOUNTABILITIES

1. Receive and disseminate information on scholarships.
2. Advise staff on the processes of application for the scholarship on offer.
3. Prepares application forms with supporting documents for the Staff Development Committee.
4. Communicates with the Department of Personnel Management regarding scholarships
5. Assist scholars with requirements off them (visa, providing letters to students for such purposes according to the terms and conditions of their awards)
6. Prepares the scholars for their departure
7. Communicate with the scholars about their progress.
8. Being the first-line response for hardship cases, overruns, crises, including speaking to scholars when required
9. Prepare to receive the scholars and their family members back upon completion of the scholarship period

MAJOR DUTIES

1. Administers the process of scholarship application.
2. Liaises with the Human Resource Division on staff data
3. Assist the Director for Human Resource Development by providing data on Staff Development
4. Ensures the scholars leave for their program
5. Prepares to settle scholars and their family members returning from studies
6. Provide data for Budgeting purposes (the number of staff going on studies and family members)

7. Administer the UPNG Teaching Fellowship Program
8. Executive Officer to the Staff Development Committee

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

The Assistant Registrar- Staff Development is the relationship between outside scholarships and the university staff members both academic and non-academic. This is an essential position that takes care of the scholarship processing.

1. Master in Human Resource/ Management/others
2. Minimum of 6-8 years' experience in human resource (staff development)
3. 3-5 years' experience in a tertiary education setting
4. Some knowledge and experience in working in a multi-cultural environment

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Strong attention to detail.
2. A high level of IT skills (Microsoft Office suite).
3. Ability to work under instruction, as part of a team, and on own initiative.
4. Organised and self-motivated with strong administrative skills.
5. Outgoing and confident, with a flexible approach to work; willing to adapt to changing situations.
6. Ability to interact with a wide range of people
7. The ability to communicate clearly, concisely and effectively
8. Be flexible and open to change.
9. Being receptive to feedback, willing to learn and continuous improvement of self

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS