



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 091026
SCHOOL/OFFICE: CENTER FOR HUMAN RESOURCE DEVELOPMENT	CLASSIFICATION: U5.3
DIVISION/STRAND:	POSITION TITLE: DIRECTOR – CHRD
BRANCH: CHRD	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:
SECTION: CHRD	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: WAIGANI, ARTS II BUILDING, FIRST FLOOR	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE *(overall description of the function of this position)*

The major role and responsibility of the Director is Human Resource Development planning for the university's academic and non-academic staff training both in-house and abroad to enable them to perform effectively and efficiently in their particular jobs.

RESPOSIBILITIES

To be responsible for the Center for Human Resource Development's operations and Training programs.

ACCOUNTABILITIES

1. Oversee the day-to-day operations of the Center for Human Resource Development
2. Report to the Registrar of matters pertaining to the Center
3. Attend to university administration and governance
4. Participate in formulating strategic plan and policy submissions
5. Ensure budget preparations and submissions and is the financial delegate
6. Administer the day-to-day administration of the Center
7. Participate in the preparations of the Teaching and Learning Courses offered to the academic staff
8. Assist the Executive Deans of the Schools (Medicine and Health Sciences, Natural and Physical Sciences, Humanities and Social Sciences, Law, Business and Public Policy) and the Executive Director of Open College in teaching performance management of academic staff, both full time and part time.

MAJOR DUTIES

1. Coordinate and review academic programs and courses offered to students in schools and centers of the university
2. Coordinate the appraisal of teaching performance of academic staff in Schools and the Open College.

3. Coordinate the implementation of academic appraisal system in conjunction with the Executive Deans and the Executive Director of Open College.
4. Executive Officer to the Staff Development Committee and the Teaching Awards Committee.
5. Collaboration across networks and leading by influence.
6. Ensuring the training facilities including the computer lab are adequately equipped for training on time
7. Attend relevant University Committee meetings dealing with both staff and students.
8. Financial Matters and operational

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

The Director is expected to make significant contributions to all activities of the Center for Human Resource and play a significant role within the Center to help the university meet its strategic goals.

1. Master/PhD Qualification in Education/Management in Tertiary Education.
2. Minimum of 10 – 15 years of experience in a tertiary teaching environment
3. 4 – 5 years' experience in tertiary teaching and learning
4. Qualification which includes elements of Student Centered learning theories
5. Qualification which also includes elements of blended learning in tertiary education.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Detailed understanding of teaching and learning at the tertiary level
2. Ability to Communicate effectively with others
3. Strong Management Skills
4. Strategic decision-making Skills
5. Self-motivation with a high level of integrity
6. Readiness to adopt the working culture (time keeping, time management, collegiality, mutual respect etc.)
7. Familiarity with differences between modern and traditional teaching techniques
8. Commitment and dedication to the role he/she occupies
9. Knowledge of UPNG Code of Conduct
10. Demonstrate the desire for continuous learning, excellence and innovation

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS