



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 387009
SCHOOL/OFFICE: CENTRE FOR HUMAN RESOURCE DEVELOPMENT (CHRD)	CLASSIFICATION: NN10
DIVISION/STRAND: INFORMATION TECHNOLOGY	POSITION TITLE: INHOUSE TRAINING OFFICE – INFORMATION TECHNOLOGY
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: LOCATION: WAIGANI, ARTS II BUILDING, FIRST FLOOR	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The IT Trainer's responsibilities include identifying IT educational needs, designing educational material and ensuring all employees take computer training and any other IT Training according to the individual need of the academic and non-academic staff member.

RESPONSIBILITY

To be responsible for the training of all university staff members who need IT Training.

ACCOUNTABILITIES

1. Responsible for developing and implementing technology-related educational sessions for the University staff who need training.
2. Training staff on the proper operation of computer equipment, hardware devices, and software applications.
3. Apply their expertise in determining training and learning needs for new and current employees.
4. Plan, coordinate, and implement learning classes and activities to UPNG employees.
5. Organizing various training sessions for all new employees and monitor and evaluate the effectiveness of the training programs.
6. Responsible for helping academic staff members design their online courses using university approved Learning Management Systems.
7. Must have excellent communication and presentation skills to present to large groups of people at a time.
8. Must also be skilful in using presentation tools such as handouts, PowerPoint presentations, and videos to make effective and engaging presentations.

MAJOR DUTIES

1. Conduct IT skills gap analyses in all schools (Medicine and Health Sciences, Humanities and Social Sciences, Law, Business and Public Policy)
2. Design technical manuals using simple language for training of the staff members
3. Conduct role-specific training on tools and programs each team uses daily in a particular section.
4. Research and recommend learning systems (like Moodle, Google Classroom etc..)
5. Apply educational methods to engage trainees during the training
6. Train new employees on proper use of hardware and software
7. Perform regular organization-wide trainings on system security
8. Evaluate the effectiveness of each educational session
9. Maintain updated records of training curriculum and materials at the CHRD

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

The Information Technology Trainer is expected to contribute to the upskilling of all academic and non-academic staff members within the University who need further training in computing to enhance their performance at their work station to help the university achieve its strategic goals.

1. Master in Computer Science/ Information Technology qualification.
2. Minimum of 5-7 years' experience in an IT Training setting.
3. 3-4 years' experience working in a tertiary institution in staff support
4. Qualification which includes some elements of Learning Management Systems
5. Qualification which includes knowledge of teaching and the ability to design courses.
6. Additional certification in training (e.g. Certified Technical Trainer) is a plus

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Proven work experience as an IT Trainer
2. Experience designing technical course material
3. Familiarity with web-based learning platforms and modern educational techniques
4. Good understanding of computer security principles
5. Excellent communication skills with the ability to explain technical terms plainly
6. To be flexible and open to change.
7. The ability to use your initiative.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS