



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 293005
SCHOOL/OFFICE: PVC (Planning)	CLASSIFICATION: NN14
DIVISION/STRAND: Planning & Development	POSITION TITLE: Director - Planning
BRANCH: NA	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: PVC – PD & IR UA 6 – PN 293043
SECTION: NA	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Vice Chancellor, PN 293001
LOCATION: Planning Office, Gunther Building, ground floor	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Director, Planning & Development (PDD) is responsible to the Vice Chancellor and Pro-Vice Chancellor, Planning and Development & Industrial Relation for the operations of the PDD and directing and advising on policy, planning, development budget and projects, undertaking research, coordinating and advising on rationalization policy, quality assurance and structural changes in organization and management and maintaining liaison with donors and sister organizations abroad.

ACCOUNTABILITIES

1. Ensures academic programs, staffing and infrastructure reflects the objectives and strategies of the University Strategic Plans.
2. Ensures timely collation and analysis of data and information required for planning, policy formulation, decision making and research.
3. Ensures development and maintenance of effective liaison and network with relevant Government Offices, Donor Agencies and other relevant parties including Private Sector on Development Projects and programs.
4. Planning, executing, monitoring and evaluating effective and efficient day to day work schedules of Divisional staff.
5. Ensures timely production and dissemination of periodical reports including annual reports, project progress and completion reports to relevant UPNG and External authorities.
6. Ensures development and maintenance of effective liaison with relevant UPNG authorities and external agencies for gathering of data and information relevant to future University policy and planning endeavors.

MAJOR DUTIES/RESPONSIBILITIES

Reporting to the Vice Chancellor and the Pro Vice Chancellor, the Director PDD shall be responsible for:

1. Providing policy advice, formulating and monitoring the effectiveness of policy on academic programs, administration and management of the University.
2. Formulating strategic and operational plans and monitoring their implementation.
3. Translating policy and planning objectives into specific project proposals, assessing the cost implementations and effectiveness; setting priorities for Government and donor funding and coordinating implementation of projects including monitoring and evaluation.
4. Initiating and promoting Development budgeting including monitoring progress and achievements.
5. Assisting Schools in reviewing academic programs and curricula for improving standards and delivery.
6. Maintaining a management information system including enrolment and graduation statistics and analysis, unit cost analysis, measurement of student load and staff allocation, attrition study, tracer studies, staff and training statistics etc.
7. Drafting periodical including annual reports for Commission for Higher Education, National Executive Council, Donors and the University Management.
8. Undertaking research on academic and management issues pertaining to the development of education.
9. Promoting and coordinating linkage programs with Educational Institutions within and abroad.
10. Advising and preparing proposals for organizational and structural changes.
11. Conducting workshop and imparting on the job training to the staff and pursuing a staff development plan including appraisal of staff.
12. Carrying out other duties consistent with the above as directed by the Senior Management and or the relevant authorities.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

Postgraduate qualifications or equivalent in a relevant field of study.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. At least seven years relevant work experience including exposure to University or equivalent tertiary institutional planning, management and administrative systems.
2. High level analytical, written and oral communication skills including report writing skills.
3. Proven ability to develop and maintain a range of working & senior level contacts within the University, Government & Private Sector.
4. Proven ability to work as a team leader.

5. Proven capacity to work under pressure.
6. High level negotiation and project cycle management skills.
7. High level computing knowledge and proficiency & data processing and analysis skills.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS