



## POSITION DESCRIPTION

### The University of Papua New Guinea

#### Job Specification

|                                             |                                                                            |
|---------------------------------------------|----------------------------------------------------------------------------|
| <b>JOB TITLE</b><br>Research Officer        | <b>POSITION NO.</b><br>293036                                              |
| <b>DIVISION</b><br>Planning and Development | <b>CLASSIFICATION:</b><br>NN 10 (Non-Academic)                             |
| <b>LOCATION:</b><br>Waigani Campus          | <b>OFFICE CATEGORY</b><br>Planning                                         |
| <b>REPORTING TO</b><br>Director Planning    | <b>SUPERVISORY RESPONSIBILITIES</b><br>Graduate Assistant, Admin Assistant |

#### **PRIMARY PURPOSE OF THE ROLE**

The Research Officer is responsible to the Director, Planning and Development for collecting, compiling and calculating data and information on staff and students for management and relevant national authorities.

#### **Accountabilities**

1. Ensures effective, efficient and timely provision of data and information.
2. Ensures maintenance and administration of updated data and information.
3. Ensures timely collection and dissemination of data and information needed by higher authorities.
4. Ensures availability of up to date data and information for calculation of Staff/student EFTS, space, enrolment, graduates and for management reports.
5. Ensures maintenance of up to date registry of reports, profiles, data and information base.

#### **KEY RESPONSIBILITIES**

Reporting to the Director, Planning & Development the Research Officer shall be responsible for:

1. Collecting, compiling and analyzing statistical information related to University management.
2. Calculating Semester and Yearly EFTS, Units costs, etc in liaison with the relevant School and University authorities.
3. Producing reports for Government, other agencies and University Management.
4. Collecting and compiling data for Annual Management Reports (Students & Staff).
5. Taking charge of collecting and compiling Annual staff and student Surveys for DHERST.
6. Providing assistance in carrying out management research.
7. Assisting in coordinating implementation of projects.
8. Collecting and compiling basic data for compilation of various reports including:
  - Annual Management Reports (Staff & Students)
  - Semester Enrolment Reports
  - Semester Exam Reports
  - Graduation Reports
9. Semester Room Allocation Reports (Schools, Programs, staff offices, student accommodation)

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10. Annual Survey for the DHERST on Staff & Students statistics
  11. Assisting the Deputy Director and Director in collecting and maintaining Data Base of;
    - Memorandum of Agreements
    - University Structures & management systems and etc.
    - Donor profiles
    - Key Government Department and stakeholders
  12. Collecting and compiling data for the Vice Chancellors Annual Report to Council.
  13. Compiling information on specific needs as and when required by the, Director Planning or other senior staff.
  14. Carrying out other duties consistent with the above as directed by the Senior Management.
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## **REPORTING AND WORKING RELATIONSHIPS**

### **Internal**

Responsible to Director Planning for maintaining for the effective discharging of duties

Establish close working relationship with other Divisions such as Student Services, Bursary, Physical Facilities Management, Housing and Academic Schools and Directorates of the University

Maintain regular consultation with project consultants, contractors the University Finance Division on infrastructure development and payment progress for the contractors for data and information collection.

### **External**

Establish and maintain close links with the University's external stakeholders and funding agencies such as the Department of Education, Department of Higher Education Research Science & Technology, Department of national Planning and Monitoring, Department of Finance and Department of Treasury, Provincial Administrations, Churches and others..

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

#### **Essential Qualification:**

A first degree in any relevant field of study

#### **Desirable Qualifications.**

Post graduate training in data analysis and management, research methods or project management

### **EXPERIENCE**

- At least three years of experience as a Research Officer or similar experience in an organization
- In data collection, storage, retrieval or interpretation.
- Experience in an institution of higher education dealing with student, staff data, teaching and learning facilities, accommodation facilities are added advantages
- Organize data in meaningful formats where theses can be interpreted and decisions made
- Extrovert attributes with ability to create and maintain networks for data collection
- High level of integrity, confidentiality, and professionalism.

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## KNOWLEDGE & SKILLS

- Computer Literate and Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Good communication skills both oral and written
- Relevant experience in Educational institutions.
- Excellent analytical and organizational skills.
- Ability to work lead a team and works as a team
- Capacity to work under pressure

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## PERSONAL ATTRIBUTES

1. **Integrity & Professionalism**
  - High ethical standards and dedication to confidentiality.
2. **Adaptability**
  - Willing to be a team player and adapt to good work ethical culture and practices
3. **Commitment to Continuous Improvement**
  - Capacity to learn and adaptable to change management

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

| UPNG FILE NO. | DATE OF VARIATION | DETAILS   |
|---------------|-------------------|-----------|
|               | 24/06/2025        | Revise JD |
|               |                   |           |
|               |                   |           |