



THE UNIVERSITY OF PAPUA NEW GUINEA

STUDENT SERVICES DEPARTMENT

P O BOX 320 UNIVERSITY POST OFFICE
WAIGANI, NATIONAL CAPITAL DISTRICT PAPUA NEW GUINEA

TELEPHONE: (+675) 326 7601 | EMAIL: dika.iru@upng.ac.pg

Job Description: Warden Roles

Role: 2 Assistant Female Wardens Position #: 363027 & 363928

Role: 2 Assistant Male Wardens Position #: 363003 & 363028

Reporting to: Warden of Women (for Female Assistant Wardens) and Warden of Students (for Assistant Male Wardens)

Department: Student Services - Location: Waigani Campus (Port Moresby)

RESPONSIBILITIES OF WARDENS

Wardens generally take charge of the Halls of Residence on campus and are responsible for allocating rooms to students and then taking care of their needs on a 24/7 hourly basis. The specific roles that Wardens, (both the Warden of Male Students and the Warden of Women, together with the Assistant Wardens (male & female) play are outlined below:

SPECIFIC ROLES THAT WARDENS PLAY

- ❖ Wardens play an active role in the “Orientation of New students” who come to UPNG, in terms of arranging their airport pick-ups, making sure meals are served to them, and that they are given temporary accommodation to stay at, before they register at the various schools they had been accepted at;
- ❖ Allocate rooms to students who pay up their required board & lodging fees, apart from the compulsory tuition fee that all students are required to pay.
- ❖ Keep accurate records of all Students’ Records ie. TAFs & Confirmation of Room Allocation Forms), plus electronic copies of the room allocation;
- ❖ Attend to students’ reports of any maintenance issues that arise in the halls of residence by filling in the “Maintenance Request Form” and giving it to them to take down to PFM to attend to those issues.
- ❖ Keep on file, records of Student Leaders’ Reports and do a follow-up on those who do not submit theirs on time;
- ❖ Conduct regular meetings with students in their halls of residence and get to hear their views/suggestions etc;
- ❖ Liaise with student leaders in organizing various activities in the halls of residence. Some of these activities include, coffee nights, getting motivational speakers to talk to students, fellowship nights, having regular -cleaning in and around the halls of residence, sports, etc.
- ❖ Do regular checks to make sure students are not doing illegal things such as selling, bunking up, playing loud music or creating unnecessary noise in the halls of residence;
- ❖ Supervise meals being served in the mess for students, to make sure that residential students have their fair share of the food being served, and also to prevent ‘SOMS’ from illegally eating at the mess;



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- ❖ Check on sick students and get in touch with the Doctor & his staff to further attend to them;
- ❖ Accompany sick students to the hospital when the doctor and his staff fail to attend to them;
- ❖ Submit monthly reports to the Director about activities that are carried out or arise in the halls of residence;
- ❖ Conduct regular meetings, both formal and informal, with both our Student and Block leaders to find out if there are issues in the halls of residence that affect them and to deal with those issues.
- ❖ Pay visits to students who may have problems, sit down with them and listen to them. If there is a need for them to go for counseling, they can be referred to the counselors for further help.

The above are just some of the many roles that we wardens play in our capacities as immediate care-takers of young people who are placed under our care in each of the halls of residence we are responsible for.

CRITERIA

- Degree in Social Work, Psychology, Health Science, Management or relevant discipline that relates to the Job
- 3-5 years' work exposure
- Have an excellent Public Relations Skills and Networking Skills
- Has Teaching background but not a main necessity
- Patient and Open minded
- Able to work after hours