



THE UNIVERSITY OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: UNIVERSITY OF PAPUA NEW GUINEA	SYS. POS. NO:	REF. NO.: 471003 (Position. No.)	
OFFICE/SCHOOL: SCHOOL OF NATURAL & PHYSICAL SCIENCES	DESIGNATION/CLASSIFICATION: 471003 (U05)		
DIVISION:	LOCAL DESIGNATION: DIRECTOR		
BRANCH:	IMMEDIATE SUPERVISOR: EXECUTIVE DEAN	SYS. POS. NO.	REF. NO.
SECTION: Motupore Island Research Centre	HIGHEST SUBORDINATE(S)		
LOCATION: MOTUPORE ISLAND	MANAGER – FACILITIES & OPERATIONS (N.10)		472001
	SENIOR TECHNICAL OFFICER (N.09)		472002
	SENIOR TECHNICAL OFFICER (N.08)		472003

HISTORY OF POSITION

FILE REF. NO. 1	DATE OF VARIATION	DETAILS
		Retain; Duties revised

DUTIES AND RESPONSIBILITIES

2. PURPOSE

The Director is the senior academic position and assumes the leadership of the Motupore Island Research Centre (MIRC) within the Office of the Executive Dean of the School of Natural and Physical Sciences (SNPS). The Director provides the pivotal link with the Office of the Executive Dean, the SNPS Planning, Research and Academic Committee (SPRAC), and the SNPS Board in the management and administration of the MIRC in the implementation of relevant decisions by the Board and the University Management. The Director has the duty and responsibility of undertaking the lead and directions in marine and related research in pure and applied marine research, science, technology and development of appropriate governance. The MIRC provides the only focused research service unit on marine and related disciplines in SNPS, the University and PNG. Its efficient and effective administration supports the foundations for the SNPS functions and roles in teaching and learning, research, distance education via the Open College, and public outreach for local, regional, national and international communities. The position of the Director is critical in the delivery of the required outcomes by the SNPS and University. The Director is responsible for overseeing all management aspects of MIRC and reporting directly to SNPS's Executive Dean.

3. DIMENSIONS

The MIRC is a focused program dedicated to the University's constituent in the local, regional and international contexts. It supports the core academic programs of SNPS with its own total staff of seven. It is the only marine campus of the University in the Bootless Bay of Central Province of which the physical infrastructure including an all-weather gravel road, freshwater and seawater storage tanks, a jetty, concrete-rail slipway and earth-ramp, workshops, laboratories, fixed assets, equipment and consumables. The MIRC command an investment averaged value of one-million Kina per year at this stage. The restoration and re-development of the Motupore Island and the Tahira Marine Base that entails both academic and non-academic staff development within the next decade, hosting relevant academic programs befitting both national and international marine research centres, facilitating both undergraduate and post-graduate students' research projects as well local community training and awareness programs coordinated through the school.

4. PRINCIPAL ACCOUNTABILITIES

The principal accountabilities of the MIRC are to:

1. **Research:** assume leadership in basic, applied and advanced research on marine and related sciences and technologies at UPNG, PNG, the Pacific Region and international interests.
2. **Administration:** provide the foundation and capacity strengthening for the development and establishment of an efficient and effective management and administration system(s) for MIRC, including Tahira Boating Centre and to enhance the credibility of the School (School of Natural and Physical Sciences) and the University's image and reputation both in-country and abroad.
3. **Teaching and Learning:** provide support to the teaching and learning programs based on research past and current experiences by and/or via the MIRC and new research programs.
4. **Distance Education:** provide essential advice and support to capacity strengthening of the University's Open College and its network of Open Campuses both in country and overseas..
5. **Outreach:** development of appropriate public outreach programs for local, regional and international programs and/or projects on the values of various marine and related research, sciences, technologies and good governance.

5. MAJOR DUTIES OF THE POSITION

1. **Research:** The Director assumes the leadership in basic, applied and advanced research on marine and related sciences and technologies at UPNG and PNG; and taking into account the needs of the local traditional communities and impacts of development activities in the Bootless Bay and the Papuan Coastal Lagoon, and also relevant research contributions in PNG, the Pacific Region and international programs. The major requirement is to create innovations under appropriate marine research and development (R&D) and foster the development of intellectual property rights; and the proliferation of scientific publications and grey literature.
2. **Administration:** provide the foundation for the development and establishment of an efficient and effective management and administration system(s) which include - quality assurance (standards) and procurement, arrangements for human resources and staff welfare, security, arrangements for sustainable finances, relevant consultancies, development and maintenance operations on various infrastructure including roads, jetty and related workshops, electricity power, modern information and communication technology infrastructure and services, drinking water supply, fixed assets, other major equipment and consumables; and, diligence on securing and implementation of non-legal and legal agreements.
3. **Teaching and Learning:** provide the major support to the teaching and learning programs based on research past and current experiences by and/or via the MIRC and new marine-based research programs; and, use of the MIRC sites or facilitated services to other locations in the Bootless Bay and the Papuan Coast for in-situ marine and related studies and research.
4. **Research:** formulate research plan and proposals for MIRC that can be utilised both by staff and postgraduate student of UPNG. Encourage and facilitate collaborative research programs with both national and international researchers and marine research institutions.
5. **Distance Education:** provide essential advice and support to capacity strengthening of the University's Open College and its network of Open Campuses both in country and overseas. This will entail support to relevant curriculum and syllabus development in basic and advanced marine and related research, sciences, technologies and good governance; and, the teaching and learning components as required by the Open College.
6. **Outreach:** development of appropriate public outreach programs for local, regional and international programs and/or projects on the values of various marine and related research, sciences, technologies and good governance. A major program will focus on integration of local communities including land-sea owners as major partners on socio-economics and law, environmental protection and marine biodiversity conservation in the Bootless Bay and the Papuan Coastal Lagoon.
7. In collaboration with the Executive Dean of the school, facilitate with national, regional and international donors and sponsors to fund MIRC's research proposals.

6. NATURE AND SCOPE

The Director is the academic and administrative head of the MIRC workforce of a total of seven positions. The MIRC is managed by the School of Natural and Physical Sciences (SNPS) of the University and has the primary duty to undertake and/or support basic, pure and applied marine research programs across all the University Schools and the Open College. The Director reports to the Executive Dean of SNPS and assumes membership in the School (SNPS) Board and the School's Planning, Research and Academic Committee (SPRAC). The highest direct subordinates are: the Manager, an expert in charge of all operations and maintenance of facilities and related; the Marine Education Officer, the expert taking the lead in relevant academic, research and outreach programs; and, the Project Development Officer, an expert taking the lead in the development of relevant arrangements in securing of

finances which include development of project proposals for fund raising. The Manager's highest subordinates are: the Senior Technical Officer (STO), the technical expert on maintaining and maintenance of relevant infrastructure, facilities including the laboratories, equipment, tools and their entailed services; and, the Technical Assistant responsible for general operations and maintenance of accommodation requirements. The highest subordinate of the STO is the Technical Officer in support for maintaining and maintenance of operations relating to sea transportation, the jetty, workshops and the laboratories.

6.1. WORKING RELATIONSHIP

(a). **Internal:** The Director's position is a specialist or an expert in nature on marine and related disciplines. This demands consistent mentorship to students, and professional collaboration and cooperation with all the other experts and technical personnel in the School's Division and Research Centres, in the relevant team-work models. The need for policy guidance and professional conduct will be subject to peer reviews by the SPRAC and the School Board.

(b). **External:** The extension of the MIRC's primary function and roles within the external working environment is also critical in managing and maintaining professional collaboration and cooperation with the wider University community including the other Schools and the Open College. These include submissions and decisions by the various Committees, the Senate and the Council of the University. A healthy professional practice is essential to maintain and improve the University's reputation both inside and outside; and, at the same time to support in the management of various external influences.

6.2. WORK ENVIRONMENT

The position of the Director accounts for academic research objectives and administration of the MIRC workforce with a total of seven positions. It is a specialist or/and an expert position in nature; it is focused on academic research in marine and related disciplines.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The MIRC is managed by the School (SNPS) under the auspices of University's policy, law and its inherent regulatory framework; and also being consistent with other relevant national and related policies and laws. This includes the decision-making procedures and exercising of powers by the Director.

8. CHALLENGES

The special interest and challenge is managing two isolated and different MIRC localities of Tahira and Motupore Island in the Bootless Bay of Central Province. They pose great differences in the nature of infrastructure, facilities, equipment, tools, provision of services, and hence the required personnel with appropriate employment conditions, entitlements and rewards.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a). Qualifications

The required qualification is a PhD and/or on professorial standing on tropical marine and/or oceanographic sciences, or a related scientific discipline from an international recognized University. The only other academic qualification below the PhD which can be considered appropriately is a Masters degree from national and international recognized University on tropical marine and/or oceanographic sciences, or a related scientific discipline.

(b). Knowledge

The incumbent should possess sound knowledge of scientific basic, pure and applied marine research of the Papuan Coastal Lagoon and PNG in general, the workings of the sub-regional Coral Triangle Initiative (CTI), the Western Pacific and the Indian Ocean, and the Pacific in general. The linking of marine-oceans and atmospheric sciences, and fisheries would be an advantage. The major knowledge of demand is on marine R&D and securing of relevant intellectual property rights.

(c). Skills

A team leader and mentor to staff, colleagues and able to work under very trying field conditions; a good facilitator and coordinator of programs and projects based on innovative strategies, planning and financial management for implementation of programs; able to raise funds; basic computer skills and software including advanced dedicated

applications for databases and modelling; staff management; ability to adapt to politics in the University setting and other localized and national levels; and, capable of making unilateral decisions within the mandates of the School.

(d). Work Experience

The incumbent should demonstrate relevant work experiences in successfully managing academic and/or industrial field marine research stations, centres or institutes is essential; at least for five years in the last decade.