



THE UNIVERSITY OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: UNIVERSITY OF PAPUA NEW GUINEA	SYS. POS. NO:	REF. NO.: 472001 (NN10) <i>(Posn. No.)</i>	
OFFICE/SCHOOL: NATURAL & PHYSICAL SCIENCES	DESIGNATION/CLASSIFICATION: 472001 (NN 10)		
DIVISION:	LOCAL DESIGNATION: Facilities Operations Manager		
BRANCH:	IMMEDIATE SUPERVISOR: Director	SYS. POS. NO.: U.05	REF. NO. 471003
SECTION: Motupore Island Research Centre	HIGHEST SUBORDINATE(S)		
LOCATION: TAHIRA MARINA	Senior Technical /Maintenance Officer	N08	472005
	Technical Officer	N07	472007
	Accommodation Officer (Grade 5)	N05	472008

HISTORY OF POSITION

FILE REF. NO. 1	DATE OF VARIATION	DETAILS
		RECLASSIFY

DUTIES AND RESPONSIBILITIES

2. PURPOSE

The Facility Operations Manager is the most versatile chief technical position with inherent managerial expertise for all operations, development and maintenance of the Tahira & MIRC infrastructure, capital and fixed assets, equipment, tools, consumables and notably the services offered to all categories of visitors by the MIRC. The primary purpose of the position is the lead it assumes in detailed individual and team work planning and budgetary requirements, facilitation and coordination of the implementation of the MIRC programs and/or plan and projects, and management of the technical team. The Manger provides the significant connection between the technical officers and the specialist activities of the education and project development service to the Director and thence to Office of the Executive Dean of the School of Natural and Physical Sciences (SNPS). The Manger has the duty and responsibility of undertaking the supporting lead role in detailed planning and coordination of the implementation of the operations of MIRC. 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, distance education via the Open College, and public outreach for local, regional, national and international communities. The position of the Manager is significant to realize the technical and core administrative functions of the MIRC in the delivery of the required outcomes by the SNPS and the University.

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 include an all-weather gravel road from the Magi Highway Junction to the Tahira Jetty and Marina facilities; a jetty, concrete-rail slipway and earth-ramp at Tahira, freshwater and seawater storage tanks at Tahira and Motupore Island; workshops at Tahira and Motupore Island; dry and wet laboratories at Motupore Island with scientific field and lab equipment, microscopes and chemicals; aerators and aquarium tanks at Motupore Island; SCUBA compressor plant at Motupore Island; diesel generator and electricity supply; houses and accommodation for staff, researchers, students and ad-hoc visitors; site of the historical Constitutional House with office, library and Internet nodes and WI-FI services at Motupore Island; important archaeological site of the Motuan history; telecommunication facilities include the solar system; other fixed assets such as the truck, outboard dinghies, engines and trailers; equipment and consumables; maintenance of the seawalls at Tahira and Motupore Island; rental of property arrangements; and, coordination of security arrangements with the University's Uniforce. 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 Marina entails a total academic and non-academic staff development within the next decade to a total staff of 24 positions for the MIRC to host relevant academic programs befitting an international marine research centre and/or marine campus to offer undergraduate and post-graduate degree programs, as well as programs on certificate

and diploma levels. The seed funding for the decade will require an expenditure cost of 10 million Kina over the medium term.

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) to enhance the credibility of the School (School of Natural and Physical Sciences) and the University's image and reputation both in-country and on the international scene. The required managerial, development and establishment of advanced technical support for research is paramount.
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 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. Assist the Director in providing technical advice and support on the management and administration of the MIRC and its programs.
2. Provide a supporting lead role in the development and establishment of the MIRC strategy and planning framework with its inherent budget as required by SNPS.
3. Develop and maintain a timely comprehensive inventory of all infrastructure, assets, facilities, equipment, tools and consumables; and, Assist the Director in the adoption and/or establish relevant standards for monitoring and evaluation of the physical inventory to invoke maintenance measures.
4. Assist the Director in the adoption and/or establish relevant standards for monitoring and evaluation of the MIRC products and services.
5. Prepare timely reports and submissions to the Director on facilities, assets, equipment, tools and consumables for maintenance, replacement or new procurements.
6. Prepare timely reports and submissions to the Director on the status of various MIRC products and services
7. Facilitate and conduct timely MIRC meetings; and facilitate and/or coordinate implementation of decisions.
8. Adopt and/or facilitate relevant in-house, in-country and international technical and vocational training programs for the MIRC staff to be appropriately qualified.
9. Establish an efficient and effective security system with the University's Uniforce for the MIRC.
10. Implement directions and decisions consistent with this position.
11. Provide the overall facility maintenance and operations of MIRC and oversee the support provided by the technical staff of MIRC in consultation with the Director.

6. NATURE AND SCOPE

The Manager is the technical head and deputy administrator of the MIRC workforce. 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 Manager reports to the Director of the Motupore Island Research Centre (MIRC) and assumes membership in the MIRC Oversight Management Committee. The Manager's highest subordinates are: the Senior Technical Officer - Maintenance, in charge of maintaining and maintenance of relevant infrastructure, facilities including the laboratories, equipment, tools and their entailed services; Senior Technical Officer - Transportation, in charge of all land and sea transportation arrangements; and, Senior Technical Officer - Accommodation, in charge of all accommodation requirements.

6.1. WORKING RELATIONSHIP

(a). **Internal:** The Manager's position is a specialist and administrative in nature on all technical requirements of a marine and related research centre. This demands consistent coordination and support to the Director and the entire staff especially for the technical subordinates, and, where appropriate in the mentorship of students, and support to professional collaborators and cooperation with all the other technical experts and personnel in the School's Divisions 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 MIRC Oversight Management Committee, 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 managerial knowledge and skills in technical collaboration and cooperation within the wider University community including the other Schools and the Open College, notably the University Planning and Resources Committee (UPRC) and the Physical Facilities Management (PFM). These include relevant 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. Of particular interest is the adoption of relevant technical and vocational training programs for in-house, in-country and international staff training and qualifications.

6.2. WORK ENVIRONMENT

The position of the Manager accounts for primary administration of the MIRC workforce with a total of seven positions. It is a specialist or/and an expert position in nature and is focused on all relevant technical support to the academic research and education in marine and related disciplines.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

8. CHALLENGES

The special interest and challenge is managing two isolated and different MIRC localities of the Tahira Marina 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, security, and, hence the required personnel with appropriate employment conditions, entitlements and rewards.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a). Qualifications

The required qualification is a relevant degree and/or post-graduate degree on research and applied technology including various disciplines in engineering from an international recognized University.

(b). Knowledge

The incumbent should possess sound technical knowledge of basic scientific sciences, pure and applied marine research of the Bootless Bay, Papuan Coastal Lagoon and PNG in general, an awareness on the workings of the sub-regional Coral Triangle Initiative (CTI), the Western Pacific and the Indian Ocean, and the Pacific in general. The managerial and technical requirements of managing a marine research station and/or centre would be essential.

(c). Skills

A technical team leader, good administrator and coordinator of multidisciplinary technical requirements for different programs and activities; able to mentor staff, colleagues and work under very trying field conditions; a good facilitator and coordinator of programs and projects based on sound planning frameworks, preparation of budgets, implementation including monitoring of existing and new facilities and their maintenance; use of relevant computer softwares and applications; conduct professional in-house and external meetings; ability to produce various reports on time; and, facilitation of various technical and vocational training programs.

(d). Work Experience

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