



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 472002
SCHOOL/OFFICE: SNPS	CLASSIFICATION: NN 8
DIVISION/STRAND: Motupore Island Research Centre	POSITION TITLE: Senior Technical Officer (Education Officer)
BRANCH: Motupore Island Research Centre	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Director
SECTION: Non-Academic	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Other Academics and Senior Technical Staff
LOCATION: Motupore Island, Bootless Bay	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Applications are invited from active and experienced persons for the position of a **Senior Technical Officer (Education officer)** for Motupore Island Research Centre (MIRC) in the School of Natural & Physical Science, UPNG. The candidate sought should possess relevant tertiary teaching qualifications, ability to communicate fluently and having some years of experience in developing and providing training and awareness programs to local communities about marine biodiversity conservation research program and activities in support of a vibrant academic and research institution. In this case it will in a variety of research fields associated with marine science. For this position, we require the applicant with relevant experience in conducting awareness and training of researchers, staff and students and also local communities surrounding the Tahira Boating Centre and Motupore Island. Apart from these requirements, the appointee is also required to provide technical support when requested by the Director. The appointee may also be required to provide assistance to researchers conducting research that involves traditional fishing and marine biodiversity conservation, mitigation projects associate with climate change impacts. Further, the applicant is expected to be active both in the field and laboratory and be prepared to assist in field research both for postgraduate students, researchers and academic staff conducting research.

ACCOUNTABILITIES

The Candidate will contribute to the training and awareness that MIRC and/or any academic or division of the school wishes to conduct for local communities or participants attending such training programs. The candidate is also responsible for any maintenance and updating of facilities and/or equipment used for such training and maintain the records through MIRC's database.

MAJOR DUTIES

1. ADMINISTRATION
 - Manage the training and awareness of marine biodiversity conservation and research programs and the registry in a database as well as the equipment for use.
2. RESEARCH

- Conduct comments from training participants on materials and programs and at the same time consult and discuss with staff and researchers and other partners with a view of making improvements.
- Enter data and information into the database and maintain and updating of the database

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	MSc (Marine Biology) and. BEd/Diploma in Teaching.
Abilities	Must be able to communicate, write training programs and reports on various trainings being conducted.
Experience	At least 5 years of experience in similar position or have interest in the position requirements
Breadth of Skills	Ability to work in a team and assist other technical officers, academic staff and researchers where needed. Must also work across the broad spectrum of communication and training
Other Skills	Strong communication, research and computing skills.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above.
2. Motivated and enthusiastic about these tasks above and also on other areas of capacity building
3. Knowledge of the UPNG Code of Conduct
4. Appreciate the cultures and traditions of the people of Papua New Guinea

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS