



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 472003
SCHOOL/OFFICE: SNPS	CLASSIFICATION: NN 9
DIVISION/STRAND: Motupore Island Research Centre	POSITION TITLE: Senior Technical Officer (Research Officer)
BRANCH: Motupore Island Research Centre	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Director/Facilities Operations Manager
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 (Research officer)** for Motupore Island Research Centre (MIRC) in the School of Natural & Physical Science, UPNG. The candidate sought should possess relevant tertiary qualifications, ability to communicate fluently and having some years of experience in writing project proposals for both research and funding from both national and international donors and sponsors in support to a vibrant academic and research institution, especially in 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 and/or Facility Operations Manager. 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 MIRC Project proposals and outsourcing research funding 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 overseeing MIRC'S research programs any maintenance and updating of research facilities and/or equipment used for conducting research and maintaining research funding records through MIRC's database.

MAJOR DUTIES

1. ADMINISTRATION
 - Manage the training and awareness 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	PhD/MSc or a minimum of PGDSc.
Abilities	Must be able to communicate, write research proposals, negotiating with potential research collaborators and funders (sponsors and grantors) and writing project reports on various research 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 the Director, technical officers, academic staff and researchers where needed. Must also work across the broad spectrum of research writing and reporting
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