



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 472005
SCHOOL/OFFICE: SNPS	CLASSIFICATION: NN 8
DIVISION/STRAND: Motupore Island Research Centre	POSITION TITLE: Senior Technical Officer - Maintenance
BRANCH: Motupore Island Research Centre	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Facilities Operations Manager
SECTION: Non-Academic	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Accommodation Officer
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 (Maintenance Officer)** for Motupore Island Research Centre (MIRC) including Tahira Boating Centre in the School of Natural & Physical Science, UPNG. The candidate sought should possess relevant technical and/or tertiary qualifications, ability to communicate fluently and having some years of experience in providing technical support to research staff, academics and students in a vibrant academic and research institution. In this case it will be in a variety of technical knowledge and maintenance of research laboratory facilities, equipment and instruments used in marine research, including outboard machines and the boats. For this position, we require the applicant with relevant experience in maintaining the buildings, jetty, power generator that supplies power to the buildings on the island. Boats and engines are at Tahira and their storage and maintenance are carried out in a shed at Tahira Boating Centre. The appointee will assist in transporting researchers, academic staff and students for Tahira to Motupore Island and to the research sites. 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 assist in the field and laboratory facility maintenance and be prepared to assist in field research both for postgraduate students, researchers and academic staff conducting research when required.

ACCOUNTABILITIES

The Candidate will contribute to the maintenance of research facilities both at Tahira and MIRC and transportation of staff, students and researchers. The appointee is also responsible for providing the Facility Operation Manager any maintenance and updating of facilities and/or equipment that have been used for purpose of research and training. Further, he/she must maintain a database of all laboratory any field consumables, equipment, etc. which must be updated and provide reports to both the Director and the Facility Operation Manager.

MAJOR DUTIES

1. ADMINISTRATION
 - Manage the research facilities, including buildings, power generator, laboratory equipment, instruments and consumables and the database.

2. RESEARCH

- Conduct inventory on a quarterly basis on all facilities, laboratory equipment, consumables, etc. as well as their maintenance.
- Enter information/data collected into the database, including their updating

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	BEng/Diploma in engineering or other technical qualifications
Abilities	Must be able to communicate, computer literate and possess technical skill useful in the operations of equipment and their maintenance
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 technical 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 in enhancing technical 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