



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 491005
SCHOOL/OFFICE: SNPS	CLASSIFICATION: N08
DIVISION/STRAND: SNPS	POSITION TITLE: SNPS – RTS & OC Coordinator (Bio-Chem)
BRANCH: UPNG Waigani main campus	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Dean of SNPS
SECTION: Academic	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Other Lecturer and communication
LOCATION: Dean of SNPS Office and Science I Building	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Applications are invited for the position for coordinating Open College (OC) - Biology/Chemistry external courses as well as coordinating the School wide course: Research Techniques & Skills (RTS). The appointee will be responsible for coordinating External courses offered by Biology and Chemistry Divisions for the OC external students as well as the school wide RTS course. He/she is also responsible to liaise with the OC Director, Executive Dean and the staff on the externalised science programs and courses and also have limited role in teaching in the appropriate divisional courses. The appointee is also responsible in facilitating assignments, tests and exams where required in collaboration with OC staff and SNP's Divisions involved in teaching RTS.

ACCOUNTABILITIES

The Candidate will coordinate and contribute to updating and review of SNPS school wide RTS course and at the same time coordinate the Biology- Chemistry courses that are externalised to the Open College.

MAJOR DUTIES

1. TEACHING
 - Assist in teaching and supporting the external courses which he/she is qualified for as well as in the school wide RTS course with the divisions involved in teaching the RTS course.
 - Support technical and academic staff monitoring of markings of students' assignments, tests and exams

2. ADMINISTRATION
 - Assist SNPS Dean and DLS in the administration of RTS and the externalized courses and assessments and reporting to the Dean.

4. RESEARCH
 - Support and conduct research in fields of all SNPS field as well as research in collaboration internal and external universities

- Seek external funds for research purposes and manage research funds
 - Public ethical research results as well as present research papers at public forums within scientific communities
5. OUTREACH
- Work with all SNPS and OC staff to promote the externalized SNPS program and courses for the UPNG
 - Provide support to SNPS appropriate Division teaching and learning program and courses
 - Assist other SNPS coordinators in coordinate SNPS externalized programs and courses
6. DISTANCE EDUCATION
- Contribute to media and communication at all levels where possible

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	MSc and/or BEd or a minimum of PGDSc
Publications	Reports on issues relating to SNPS Biology-Chemistry externalised program/courses and RTS
Abilities	Contribute to support research on such programs
Experience	At least 5 years of experience in similar field
Breadth of Skills	Ability to support SNPS and OC staff in order to provide successful science program and courses
Other Skills	Strong research, teaching, communication and computing skills

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above.
2. Motivated and enthusiastic about these fields, teaching and research
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