



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b><u>DETAILS OF POSITION</u></b>	<b>POSITION NO.:</b> 491006
<b>SCHOOL/OFFICE:</b> SNPS	<b>CLASSIFICATION:</b> U03
<b>DIVISION/STRAND:</b> SNPS Office	<b>POSITION TITLE:</b> SNPS GIS & OC Coordinator (Maths-Physics)
<b>BRANCH:</b> UPNG Waigani main campus	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Executive Dean of SNPS
<b>SECTION:</b> Academic	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Mathematics/ Physics DLs
<b>LOCATION:</b> Dean of SNPS Office and Science I Building	

### **ROLES AND RESPONSIBILITIES OF POSITION**

#### **PURPOSE**

Applications are invited for the position for coordinating SNPS-Open College (OC) – Mathematics and Physics - external courses as well as coordinating the Geographic Information Systems (GIS) School wide course. The appointee will be responsible for coordinating External courses offered by Mathematics and Physics Divisions for external students as well as the school wide GIS course. He/she is also responsible to liaise with the OC Director, SNPS's 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 SNPS Divisions involved in teaching GIS.

#### **ACCOUNTABILITIES**

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

#### **MAJOR DUTIES**

1. TEACHING
  - Coordinate and present undergraduate and postgraduate courses in GIS and also in Mathematics-Physics external programs/courses.
  - Create and maintain contact/link with OC, SNPS and government and the private sector
2. RESEARCH SUPERVISION
  - Encourage and motivate GIS research for undergraduate including honours and post graduate students and staff through training and publications.
3. ADMINISTRATION
  - Assist in SNPS Deans administration as well as various UPNG committees as appropriate.

4. RESEARCH
  - Conduct research in fields of GIS 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 staff to promote and develop publications and communication skills for the UPNG
  - Provide consultancy and advisory role if required by UPNG/Others to community
  - Develop course materials for short courses in communications
  - Contribute to the development and promotion of Science in New Journal
  - Conduct short courses as appropriate
  - Coordinate all SNPS publications, presentations for UPNG and outside
  - Produce Quarterly communications about the staff and SNPS programme.
6. DISTANCE EDUCATION
  - Develop course materials for distance education
  - Contribute to media and communication at all levels

## **SELECTION CRITERIA**

### **TRAINING LEVEL OR QUALIFICATIONS**

<b>FACTORS</b>	
Professional Qualifications	Master's in GIS and BEd with a minimum of PGDSc.
Publications	Some publications in reputable international journals and contributions to scientific meetings and conferences
Abilities	Must be able to teach and contribute to GIS and OC External programs and conduct research in SNPS GIS and OC External Program Development
Experience	At least 5 years of experience in research communication skills as well as experience in using tools to promote SNPS Vision.
Breadth of Skills	Ability to teach across a broad spectrum of GIS courses in SNPS's OC external courses in Mathematics and Physics. in order to provide support when required
Other Skills	Strong research and computing skills and media

### **KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

1. Knowledge and skills as listed table above.
2. Motivated and enthusiastic about these fields and about teaching and research
3. Knowledge of the UPNG Code of Conduct
4. Appreciate the cultures and traditions of the people of Papua New Guinea

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### **HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>

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