



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: W/051005 /
SCHOOL/OFFICE: School of Business and Public Policy	CLASSIFICATION:
DIVISION/STRAND: NIL	POSITION TITLE: Coordinator of Open College - SBPP
BRANCH: NIL	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Executive Dean – School of Business and Public Policy
SECTION: NIL	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: Building of School of Business and Public Policy	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE:

The Coordinator of Open College position has primary focus to work between School of Business and Public Policy and Open College for the quality and timely academic delivery to students of the Open College programme.

ACCOUNTABILITIES:

The Coordinator of Open College programme will report to Executive Dean of School of Business and Public Policy. The Coordinator will make sure that administration, Head of Divisions, lecturers and support staff of the School, various divisions of Open Colleges are working together to achieve primary focus, i.e., quality and academic delivery to students of Open College.

MAJOR DUTIES:

1. Coordinate with the Executive Dean / Deputy Executive Deans to organize items related to Open College for the various meetings such as School Resource & Planning Meeting, School Academic Affairs Committee Meeting, Senate and Open College Board Meeting etc.
2. Work with the School, Open College and students to disseminate any change regarding selection policy, admission criteria, programme / course structure and any other major issue which will affect the interest of the students.
3. Work with the staff members of the School and Course Designer of the Open College to introduce new course / to review an existing courses on a regular basis.
4. Coordinate selection process of candidates of Open College with School Administration and various Head of Divisions. This includes, process of application forms, selection of eligible candidates, preparation of selection list and presentation of selection list to School Academic Affairs Committee etc.;
5. Coordinate with the School to complete selection of students from external to internal programme;
6. Coordinate with Office of Executive Officer of School of Business and Public Policy (SBPP) to handover the application forms of selected students to the Office of Registrar and ICT.
7. Coordinate with various Centre Directors for the smooth admission and registration process.
8. Co-ordinate between Heads of Divisions and Centre Director for dissemination of information regarding courses on offer, pre-requisites etc.
9. Coordinate with various Centre Directors for the registration of appropriate courses by students;
10. Coordinate with Centre Directors and Heads of Divisions to identify suitable persons to tutor and mentors students of Open College for various courses;
11. Coordinate with Executive Dean and Deputy Executive Dean to complete the process of temporary appointments of tutors/mentors during every semester;

12. Coordinate with Open College for the timely delivery of resource materials to various centers;
13. Coordinate with Open College for proper collection and delivery of assignments to lecturers;
14. Coordinate with lecturers for the return of marked assignments with suggested solutions to students;
15. Coordinate with School, Open College and Centre Directors to arrange Centre visits of the lecturers.
16. Coordinate with examination section of UPNG for the timely delivery of examination question papers to various centers;
17. Coordinate with Centre Directors for the timely conduct of examinations;
18. Coordinate with Centre Directors and Open College for the delivery on examination answer scripts to lecturers;
19. Coordinate with lecturers for the timely submission of examination returns;
20. Coordinate with the School and Centre Directors for the issue of results;
21. Maintain records of collection, delivery and return of assignments and examinations papers of students of open college courses for any future reference.
22. Maintain database of SBA students of Open College.
23. Coordinate with the students and School to address any issue related to transcript and completion of courses, etc.
24. Coordinate with the School to complete the graduation list of students of Open College;
25. Any other activities as directed by Executive Dean of School of Business and Public Policy.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

The applicants should possess Masters degree in Accounting or Business Administration or Public Policy Management or Human Resource Management or Strategic Management or Tourism and Hospitality Management or Economics or Banking and Finance. Further, the applicant should have minimum of five years of experience as coordinator of any programme related to education of Open College students or a minimum five years experience of coordinating any major activities of any well-known organisations at country or international level.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. The applicants should have a strong knowledge of operations of Open College / Distance education.
2. The applicants should have a strong understanding of needs of students of Open College / Distance education.
3. The applicants should have strong planning, organizing, coordination, communication, interpersonal skills, public relations skills etc.,
4. The applicants should be familiar with the applications and use of MS Word/ MS Excel, MS PowerPoint and MS Access and also should have an ability to use ICT devices.
5. The applicant should meet deadlines and should be able to work under pressure;
6. Knowledge of UPNG code of conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS