



REQUEST TO ADVERTISE POSITION

ADVERTISING REQUEST FORM

PLEASE COMPLETE AND FORWARD TO: HUMAN RESOURCES DIVISION

This form is to be used to request to advertise a vacant position internally and/or externally.

1. POSITION DETAILS

School/Division: OPEN COLLEGE Branch/Section: CENTRE & STUDENT SUPPORT - (CSS)

Campus/Location: YANGORU-SAUSSIA UNIVERSITY CENTER Job Title: HANDY-MAN

Classification (e.g. Lecturer 1): N5 Position no. SPA1671

Previous occupant (if applicable):

Reports to: Position no: U2-U3/SPA1671 Position Title: CENTRE DIRECTOR-YANGORU-SAUSSIA UNIVERSITY CENTER.

Reason for vacancy (if applicable eg resignation, transfer, secondment): VACANT

Supervisor: CENTER DIRECTOR-YANGORU-SAUSSIA UNIVERSITY CENTER Work phone:

Category of Employment	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Casual/Temporary
Is this position in the Staffing Establishment (Does it have an approved Position Number)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (you must get approval from the appropriate Staffing Committee before advertising can commence – HR can NOT proceed until your get this approval)
Does this position have a current Position Description?	<input checked="" type="checkbox"/> Yes (please attach) <input type="checkbox"/> No (the position will not be advertised until a position description is submitted – obtain template from HR Division or HR Intranet)
Does this position have current funding (Did you include it in your budget for this year)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (you must get approval from the appropriate Staffing Committee before advertising can commence – HR can NOT proceed until your get this approval)
Type of funds available for this position (if applicable)	<input checked="" type="checkbox"/> Salary Vote <input type="checkbox"/> Other: (Please specify e.g. Donor)
Period of contract (if applicable)	From: To:
Hours	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time: hours <input type="checkbox"/> Shift: hours

2. ADVERTISING DETAILS

Placement of Advertisement to be as follows:

- The University's jobs web site www.upng.ac.pg
- Post Courier
- The National
- The Australian (Internet Ad)
- Unijobs.com.au (Internet Ad)
- Other (please specify):

Is this position to be restricted to internal applicants only?

Yes - if yes give reason: No



Who is the contact officer for this position/s?

Name: (please print name) TUAI ERAPAE Postion Title: Acting Executive Officer-Open College

Contact No.: 326 7694 Email Address: terapae@upng.ac.pg

3. CHECKLIST

Completed documentation must be received by Human Resources by 5pm Thursday, for publication on ? of the following week or appropriate date thereafter. Incomplete documentation may delay advertising.

Attachments:

- Hard copy of current Position Description
- UPRC and/or Staffing Committee approval for creation of position/s (if applicable)
- UPRC and/or Staffing Committee approval for funding of position/s (if applicable)

Emailed documents have been sent to <HRadvertise@upng.ac.pg>:

- Electronic copy of the current Position Description
- Electronic copy of any other relevant information

4. AUTHORISATION (ALL SIGNATURES ARE REQUIRED)

Division Manager

I certify that this position is within the School/Division's approved staffing establishment & budget

Name (please print): Jessica Kinukia WOHLEMANI

Signature:

Position Title: A/Associate Director, CSS

Date: 19/12/22

Please retain a copy for your records

Head of School or Pro Vice Chancellor

I certify that this position is within my approved staffing establishment & budget

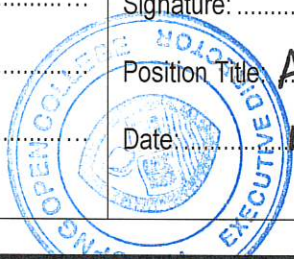
Name (please print): Dr. Boe LATUI-AKO

Signature:

Position Title: A/Executive Director

Date: 19/12/22

Please retain a copy for your records



5. FUNDING AUTHORISATION

Bursar/Assistant Bursar

I certify that this position is within the School/Division's approved staffing budget

Name (please print): Signature:

Position Title: Date:

Salary costs	Vote code 1	___ / ___ / ___ / ___
	External funding source (if applicable)	___ / ___ / ___ / ___
Advertising costs	Account code	___ / ___ / ___ / ___
Recruitment costs	Account code	___ / ___ / ___ / ___



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: SPA
SCHOOL/OFFICE: Open College	CLASSIFICATION: NN5
DIVISION/STRAND: Centre & Student Support	POSITION TITLE: Centre Handyman
BRANCH: Campus / Centre	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: U2-3 Centre Director
SECTION:	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: UPNG Open College, Campus & Centre	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Centre Handyman is responsible to the Centre Director for keeping the building and grounds of the centre clean and tidy.

MAJOR DUTIES

1. Keep the building and grounds of the Campus/Centre clean and tidy
2. Assist in handling materials and their distribution.
3. Keep classrooms in order.
4. Assist in photocopying and packing.
5. Driving vehicle as and when necessary.
6. Perform any other duty as required by the authority.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. Completed grade 10,
2. Experience in a similar role.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Proficient in spoken and written English.
2. Preferably a Driving license, but not necessary.
3. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS