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POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 101011
SCHOOL/OFFICE: School of Law	CLASSIFICATION: <i>(insert class here e.g. UA or UN)</i>
DIVISION/STRAND: Law Strand	POSITION TITLE: Lecturer/Senior Lecturer
BRANCH: <i>(insert name here if applicable)</i>	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Legal Clinic Programme Strand Leader
SECTION: <i>(insert name here if applicable)</i>	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: <i>(insert class here) PN (insert approved position number here)</i>
LOCATION: Waigani	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE *(overall description of the function of this position)*

The successful candidate will teach a wide range of compulsory and optional law courses for second, third and fourth year law students. The immediate areas will include Land Tenure Law, Land Administration and Policy, Mining and Petroleum Law, Law of Industrial Relations and any other law courses which may be assigned by the Executive Dean.

ACCOUNTABILITIES *(overall description of the responsibilities of this position such as financial delegations or supervising staff)*

A lecturer is expected to make contributions to the teaching effort of the institution and to carry out activities to develop his/her scholarly research and/or professional activities relevant to the profession or discipline. A lecturer shall work with support and direction from academic staff classified at Senior Lecturer and above with an increasing degree of autonomy as the academic gains in skill and experience.

MAJOR DUTIES *(list the main tasks of this position e.g. provide technical advice or manage an area)*

1. Teaching Portfolio
 - Preparation and delivery of lectures and seminars
 - Guidance to junior academics in preparing and delivering lectures and seminars
 - Production of examination and assessment papers
 - Initiate and development of course materials
 - Marking and assessing connected with subjects academic teaches
2. Research Portfolio
 - Conducting of research
 - Presentation of research papers in seminars, conferences, and submission of proposal for grants to outside bodies
 - Supervision of major honors and research projects
 - Publication in referred journals
 - Writing of books or book chapters
3. Administration Portfolio
 - Participation in university administration and governance

- Participation in school administration and governance
 - Policy submission
4. Outreach Portfolio
 - Supporting students extracurricular activities
 - Services to the university community
 - Couching and counseling students
 5. Distance Education Portfolio
 - Developing and delivering courses through distance mode
 - Teaching, marking and assessment of students through distance mode
 - Conducting short courses

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)*

A candidate will normally have completed four/five years of tertiary study in Law and/or have qualifications and/or professional experience in practicing law for two or more years. In many cases a position at this level will require Masters Degree in law.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES *(list the specific knowledge e.g. polices 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 successful candidate will teach a wide range of law courses, including Land Tenure Law, Land Administration and Policy, Mining and Petroleum Law, Law of Industrial Relations and any other law courses to be advised by the Executive Dean from time to time.
2. The candidate is expected to help coordinate academic activities that concern the Law programs edit literacy journals, and conduct various activities related to teaching, research, and publication focus of the Law program at the University of Papua New Guinea.
3. The candidate must contribute to the development of knowledge in the field of law generally, but particularly in Land Tenure Law, Land Administration and Policy, Mining and Petroleum Law, Law of Industrial Relations and other areas of law of interest to the candidate. The candidate must have at least two years of teaching of law and or have interest in teaching law and show keen interest in publishing both locally and internationally.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS