



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: PN 141007
SCHOOL/OFFICE: School of Business Administration	CLASSIFICATION: U2
DIVISION/STRAND: Tourism and Hospitality Management	POSITION TITLE: Lecturer in THM (Lecturer-1/2)
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: PN 161010
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: SBPP Building, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

Purpose

A Lecturer-1 level academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and postgraduate diploma level and carry out activities to maintain and develop his/her scholarly research and/or professional expertise relevant to the tourism and hospitality profession or discipline.

Principal Duties and Responsibilities

1. Teaching

- 1.1 Deliver high-quality, innovative, and engaging lectures, tutorials, practical classes, demonstrations, workshops and field excursions;
- 1.2 Utilize a variety of instructional methods, including lectures, discussions, case studies, and hands-on experiences;
- 1.3 Develop and update course materials, including syllabi, lecture notes, and assessment tools, to ensure relevance and alignment with program goals;
- 1.4 Presentation of quality teaching portfolios;
- 1.5 Evaluate student performance through assignments, exams, and other assessment methods, providing constructive feedback to support their learning;
- 1.6 Stay abreast of developments in the field of Tourism and Hospitality Management, integrating new knowledge into teaching practices;
- 1.7 Provide mentorship and guidance to students, fostering their academic and professional development.

2. Research

- 2.1 Conducting research under supervision of senior academic;
- 2.2 Acquiring skills and knowledge in research methods;

- 2.3 Producing technical and scientific papers;
- 2.4 Presentation of research papers in seminars, conferences;
- 2.5 Publication in referred journal;
- 2.6 Seek external research funding to support individual and collaborative research projects;

3. Administration

- 3.1 Contribute to departmental and institutional governance through active participation in committees and decision-making processes.
- 3.2 Collaborate with colleagues to contribute to the overall success of the department, including participating in curriculum development and program assessment.

4. Outreach

- 4.1 Membership to external bodies;
- 4.2 Services to the Division, School and University community;
- 4.3 Supporting student extra curricular activities;
- 4.4 Promoting University images;
- 4.5 Coaching and counseling students;
- 4.6 Formal and informal interaction with students on personal and social matter.

5. Distance Education

- 5.1 Develop and deliver courses through distance education platforms, catering to the needs of online and remote learners.
- 5.2 Implement effective strategies for online instruction, assessment, and student engagement.
- 5.3 Stay current on trends and best practices in distance education.

Position Specification

FACTORS	ESSENTIAL AND DESIRABLE	ASSESSED BY	
		Division	School
Education and Qualifications (Essential)	Doctoral (PhD) or Masters qualification in Tourism and Hospitality or any relevant field Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme Membership of a relevant professional body.		
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.		
Knowledge (Essential)	An in-depth knowledge of specialized subject in tourism and hospitality and other related professional		

	<p>areas.</p> <p>An in-depth understanding of pedagogy</p> <p>An in-depth understanding of research / enterprise and scholarly activities</p>		
Knowledge (Desirable)	National / International recognition in specialist subject and professional area		
Skills and Abilities relating to role (Essential)	<p>Ability to design, develop and deliver a range of programmes at various levels.</p> <p>Ability to review programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.</p> <p>Ability to contribute to the achievement of the School Development Plan and the institutions strategic planning processes.</p> <p>Ability to develop research objectives, prepare proposals, carry out independent research, referee and contribute to peer assessment and bid for research income.</p> <p>Ability to identify opportunities for strategic development / improvement e.g. research projects, new Tourism and Hospitality Management courses, and consultancy.</p> <p>Ability to identify (through the analysis of appropriate management information) areas requiring improved performance e.g. student numbers, student satisfaction.</p> <p>Ability to take responsibility for a number of key areas such as Chairing and participating in School and Institutional committees, leading projects.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations or exhibitions at national or international conferences, reports on findings, journal articles etc to a wide variety of audiences.</p> <p>Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.</p> <p>Ability to lead / develop / work collaboratively with a number of internal and external networks, e.g.</p>		

	<p>professional associations, external examiners.</p> <p>Ability to plan workloads and projects and manage resources effectively.</p>		
Skills and Abilities relating to role (Desirable)	A strong research profile that would add up to the research profile of the School and the University.		
Experience paid / unpaid (Essential)	<p>Experience of HE teaching or equivalent.</p> <p>Experience of providing academic leadership and first line support / mentoring for other colleagues.</p> <p>Experience of engaging in pedagogic and practitioner research.</p> <p>Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning.</p> <p>Experience of managing performance through the setting, monitoring and review of objectives.</p>		
Experience paid / unpaid (Desirable)	Experience of working within the past years 3-5 years as Tourism and Hospitality professional in a Private or Public sector organisation.		
Other Requirements (Essential)	Ability to assess and implement policy / strategy in relation to Equality and Diversity, Health and Safety, Quality Standards.		
	Knowledge of the UPNG Code of Conduct.		

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS