



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: SPA
SCHOOL/OFFICE: Open College	CLASSIFICATION: NN8
DIVISION/STRAND: Centre & Student Support	POSITION TITLE: Administrative Officer
BRANCH: Campus/Centre	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: U2 – Centre/Campus Director
SECTION:	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: UPNG Open College, Campus and Centre	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Administrative Officer of the Open College Campus and Centre is responsible to the centre Director for assisting in formulating and implementing plan and projects for the campus/ centre.

MAJOR DUTIES

1. Management and organization of student administration at the campus/centre level.
2. Compilation of assessment results and their dispatch.
3. Attend to student queries for both administrative and academic matters and refer to the Director if necessary.
4. Collect and compile applications for tutors and tutor claims.
5. Assist Centre Director in preparing periodic reports
6. Assist Director in projection of student enrolment for production of materials, Supervise distribution of materials and keep stock record.
7. Receive and review withdrawal and variation application and refer to the director for further action.
8. Assist Director in formulating and implementing plans and projects for Campus/Centre development.
9. Assist Director in Collecting and compiling information for establishment of new study centre's and review of the existing one.
10. Assist then Director in monitoring and conducting of academic activities of sub-centre.
11. Responsible for the administration of student admission, course advising, registration and conduct of examination.
12. Perform any other duty as required by the authority.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. Should hold a minimum of first degree from a recognized University.
2. Have at least 2-3 years experience in similar role.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Well organized individual and prepared to work under pressure and meet deadlines.
2. Have good writing and computer skills, and know how to use the internet and send emails.
3. Knowledge in distance education will be an advantage.
4. Sound public relation skills.
5. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS