



## POSITION DESCRIPTION

The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> SPA
<b>SCHOOL/OFFICE:</b> OPEN COLLEGE	<b>CLASSIFICATION:</b> U2 –U3
<b>DIVISION/STRAND:</b> CENTRE & STUDENT SUPPORT	<b>POSITION TITLE:</b> DIRECTOR, UPNG OPEN CAMPUS / CENTER
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> U5 ASSOCIATE DIRECTOR - CSS
<b>SECTION:</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> CAMPUS ADMINISTRATIVE OFFICER
<b>LOCATION:</b> PROVINCIAL CENTRES	

### ROLES AND RESPONSIBILITIES OF POSITION

#### PURPOSE

The Campus/Centre Director will be responsible for the day to day running of the Campus/Centre. As an Academic cum Administrator, the Director is expected to ensure provision of academic support to distance education students, administer and maintain facilities and liaise with respective Provincial Government and/or District Administration for support.

#### RESPONSIBILITIES

1. Financial management of the Open Campus / Centers, following the University rules and procedures.
2. Supervise a cluster of other Provincial Centres, including oversight of those centers. Supervise and facilitate distance education activities at approved sub –centers within the Province as appropriate.
3. Supervise administrative staff following university procedures.

### MAJOR DUTIES

1. Planning and Implementation of provision of educational and training services.
2. Overseeing the operations of the Campus / Centre.
3. Providing Academic and Administrative Support to students.
4. Develop and maintain relations with Provincial/District Administration
5. Liaise with Open College HQ for academic programs.
6. Plan, organize, coordinate, and implement the Open Campus program of activities in accordance with the policies and procedures of the University and the UPNG Open College.
7. Liaise with the Registrar, Bursar, Executive Deans of Schools and Executive Director of UPNG Open College or nominee in the management of the Open Campus.
8. Liaise with the Provincial authorities and others with interest in the educational programs of the Open Campuses / Centers
9. Attending to the physical infrastructure of the Open Campus/ Centers including inventory, ensuring an environment appropriate to University study in consultation with Bursar.
10. Marketing the University in the region with particular emphasis on the promotion of the University level programs, and the provision of continuing professional education.
11. Prepare an annual report of the centre to be submitted to the Executive Director of the UPNG Open College.
12. Assist the Schools/Centers in recruiting appropriately qualified full and part – time tutors, monitor their performance, and report accordingly.

13. Uphold the integrity and image of the University through proper personal conduct and undertaking of wider public relation exercise.
14. Undertake appropriate research in Distance education and related areas as they relate to the core functions of the University and Open College.
15. Maintain political neutrality and ensure cordial relationship with Provincial/District Government irrespective of the Party in power.
16. Perform other relevant duties as directed by the authority.

## **SELECTION CRITERIA**

### **TRAINING LEVEL OR QUALIFICATIONS**

Persons employed should;

1. Hold a post graduate degree from a recognized University. Minimum is a Masters Degree.
2. Demonstrated ability in management of significant human and material resources.
3. At least 5 years experience in teaching, and research would be desired. Experience in a Distance Education/University/College level would be preferable.

### **KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

1. Sound public relation skills and good knowledge of Provincial Government systems and operations.
2. Strong analytical and problem-solving skills for identifying needs, conducting research and developing innovative proposals, solutions and programs.
3. Excellent Computer and written communication skills for preparing correspondence, documents and reports, using correct spelling, grammar, and punctuation.
4. Excellent communication and interpersonal skills for effectively dealing with a broad range of individuals at various levels within an organization.
5. Strong institute management experience including proven leadership, staff management and team building skills particularly in dispersed educational organisational structures.
6. Knowledge of University statutes and financial standards.
7. Demonstrated experience in current Open Distance Learning programs and their effective implementation.
8. Demonstrated ability to think strategically, coach, mentor, motivate and inspire others.
9. Demonstrated ability to monitor, review, report and provide feedback on staff performance.
10. Good knowledge of the UPNG Code of Conduct.

### **HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>