



## POSITION DESCRIPTION

The University of Papua New

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> SPA
<b>SCHOOL/OFFICE:</b> Open College	<b>CLASSIFICATION:</b> NN8
<b>DIVISION/STRAND:</b> Centre & Student Support	<b>POSITION TITLE:</b> Computer Instructor
<b>BRANCH:</b> Campus/ Centre	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> U2-3 Centre Director
<b>SECTION:</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>
<b>LOCATION:</b>	UPNG Open College/Campus & Centre

### **ROLES AND RESPONSIBILITIES OF POSITION**

#### **PURPOSE**

The Computer Instructor of Open College Campus and Centre is responsible to the Centre Director in providing technical advice and involved in the maintenance and development of ICT platforms and Learning Management Systems.

#### **MAJOR DUTIES**

1. Liaise with Directors in the Region and prepare a visit program to conduct tutorials for computing courses.
2. Conduct tutorials at the centre/campus within and outside region.
3. Responsible for maintaining computer laboratories at various centre's in the region.
4. Providing technical advice to Directors regarding maintenance and trouble shooting.
5. Conduct short courses as directed by the Campus Director.
6. Involve in the development and maintenance of Learning Management System.
7. Maintain and troubleshoot ICT systems.
8. Perform any other duty as required by the authority.

#### **SELECTION CRITERIA**

#### **TRAINING LEVEL OR QUALIFICATIONS**

1. Should hold a minimum first degree from a recognized University, relevant to the job.
2. Have relevant experience in MS Operating System and other computer applications and systems.
3. Background in ICT will be an advantage.

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

1. Well organized and prepared to work under pressure and meet deadlines.
2. Should have sound public relations skills, and be able to work with minimal supervision.
3. Must have good writing and computing skills and know how to use internet and email.
4. Knowledge of the UPNG Code of Conduct.