



## POSITION DESCRIPTION

The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 233020
<b>SCHOOL/OFFICE:</b> Open College	<b>CLASSIFICATION:</b> NN 5
<b>DIVISION/STRAND:</b> Program Development & Production	<b>POSITION TITLE:</b> Handyman
<b>BRANCH:</b> Head Quarters	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Associate Director, Program Development & Production
<b>SECTION:</b> Program Development & Production	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>
<b>LOCATION:</b> Sir Alkan Tololo Building, UPNG Waigani Campus	

### ROLES AND RESPONSIBILITIES OF POSITION

#### PURPOSE

The Handyman is responsible for performing multiple repair and maintenance tasks throughout the day, which could include, but is not limited to: carpentry work, electrical, plumbing, painting, HVAC; flooring, outdoor landscaping and general facility repairs.

#### MAJOR DUTIES

1. Assist in handling materials and distribution.
2. Keep the storeroom in order.
3. Assist in photocopying and packing.
4. Driving vehicles as and when necessary.

#### SELECTION CRITERIA

#### TRAINING LEVEL OR QUALIFICATIONS

1. CTCS or Grade 12 Certificate.
2. Class 6 PNG Driver License.

#### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Should be computer literate.
2. Experience in administration and /or distance learning will be an added advantage.
3. Knowledge of the UPNG Code of Conduct.

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS