



# POSITION DESCRIPTION

## The University of Papua New Guinea

<b><u>DETAILS OF POSITION</u></b>	<b>POSITION NO.:</b> 121029
<b>SCHOOL/OFFICE:</b> SNPS	<b>CLASSIFICATION:</b> U02
<b>DIVISION/STRAND:</b> MSCS	<b>POSITION TITLE:</b> Tutor/Lecturer in Statistics
<b>BRANCH:</b> UPNG Waigani main campus	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Strand Leader, Mathematics, Statistics and Computer Science
<b>SECTION:</b> Academic	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Senior lecturers/lecturers in MSCS
<b>LOCATION:</b> Science III Building	

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

#### **PURPOSE**

The University invites applications for the position of Lecturer/Tutor in Statistics. The sought after candidate for the **Tutor** position should have experience in teaching undergraduate courses in Statistics such as Basic Statistic and Statistical Methods and participate in curriculum development and course evaluation. Applicants should have at least a Bachelor of Science with Honours (BSc-Hons) degree in Statistics, Mathematics and Computer Science/IT or Statistical Education with at least three (3) years of teaching experience at the tertiary or higher secondary school level. A teaching qualification will be an advantage but not necessary. They will be expected to participate in research as well as the teaching program for undergraduate courses within the area of Statistics.

Candidates sought for the **Lecturer** position should be a committed academic who is able to teach higher level statistics courses offered in MSCS, which include Probability Distributions, Statistical Inference, Experimental Design, Regression Analysis, Sample Surveys, Stochastic Processes, Non-parametric Statistics and Statistical Quality Control. Proficiency and experience in other areas of mathematics, statistics, and computer science is desirable. The successful candidate is expected to undertake research, consultancy, or further education to develop his/her field of specialization. He/she will have the capacity and interest to participate in innovative teaching methods including technology enabled learning, (Learning management systems) flexible delivery and problem base learning (distance education). Proficiency in other areas of mathematics, statistics or computer science and experience in integrating statistical learning with computer applications is desirable

#### **ACCOUNTABILITIES**

The successful candidate is expected to undertake research, consultancy, or further education to develop his/her field of specialization. The candidate should be enthusiastic, motivated and eager to assist teaching, as well as in his/her further development in teaching for undergraduate programs in Statistics.

#### **MAJOR DUTIES (for Tutor Position)**

1. TEACHING
  - Conduct tutorials, workshops and lab sessions
  - Do marking, provide consultations with students and participate in seminars

2. ADMINISTRATION
  - Assist course administration as well as various UPNG committees as appropriate
3. RESEARCH
  - Prepare for higher studies in the area of statistics
4. OUTREACH
  - Services to the university community as well as student extra-curricular activities
5. DISTANCE EDUCATION
  - Do teaching, marking of assessments and consulting with students in distance education

### **MAJOR DUTIES (for Lecturer Position)**

6. TEACHING
  - Produce, coordinate and conduct lectures (and assessments) for undergraduate courses
  - Maintain contact/link with industry
7. ADMINISTRATION
  - Assist in school and strand administration as well as various UPNG committees as appropriate
8. RESEARCH
  - Conduct research in fields of applied mathematics as well as research in collaboration with external universities
  - Encourage and lead junior staff to carry out research
  - Publish ethical research results as well as present research papers at public forums within scientific communities
9. OUTREACH
  - Provide unpaid consultancy and advisory role if required by UPNG/Others
  - Conduct short courses as appropriate
10. DISTANCE EDUCATION
  - Develop course material for distance education

### **SELECTION CRITERIA**

#### **TRAINING LEVEL OR QUALIFICATIONS (for Tutor Position)**

<b>FACTORS</b>	
Professional Qualifications	A BSc with Honours degree within statistics is an advantage
Abilities	Must be able to work as research assistant while learning research methods for further specialisation in statistics is essential
Experience	A number of years of experience in teaching within the field of statistics as well as some knowledge in using popular statistical computing tools
Breadth of Skills	Multi skilled in being able to teach across a broad spectrum of lower year courses in order to provide support when required
Other Skills	Mathematics/computing skills is desirable

## TRAINING LEVEL OR QUALIFICATIONS (for Lecturer Position)

<b>FACTORS</b>	
Professional Qualifications	A Masters in statistics is preferred
Publications	Past publications in reputable local and/or international journals and contributions to scientific meetings and conferences preferably
Abilities	Must be able to lead in research in the particular field of applied mathematics specialisation is essential and crucial
Experience	A number of years of experience in research as well as experience in using popular mathematical computing tools
Breadth of Skills	Multi skilled in being able to teach across a broad spectrum of courses in order to provide support when required especially with pure mathematics and statistics courses taught within MSCS
Other Skills	Strong mathematics/computing skills is desirable

## KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above
2. Motivated and enthusiastic about these fields and about teaching and research
3. Knowledge of the UPNG Code of Conduct

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS