



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: SPA 0870
SCHOOL/OFFICE: OPEN COLLEGE	CLASSIFICATION: NN 5
DIVISION/STRAND: NATIONAL CAPITAL DISTRICT ULC	POSITION TITLE: HANDYMAN, NCD ULC
BRANCH: REGIONAL CAMPUS	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: CENTRE DIRECTOR, NCD UNIVERSITY LEARNING CENTRE
SECTION: ADMINISTRATION	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: EXECUTIVE DIRECTOR OPEN COLLEGE
LOCATION: PORT MORESBY, NATIONAL CAPITAL DISTRICT	

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. Carry out carpentry, electrical, and plumbing works
2. Remove stains and paint building when necessary.
3. Attend to members of staff promptly when called upon.
4. Assist in handling materials and distribution.
5. Keep the storeroom in order.
6. Assist in photocopying and packing.
7. Driving vehicles as and when necessary.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. TVET Educational Qualifications from recognized tertiary institutions or equivalent.
2. TVET Training OR Equivalent Training
3. Class 3/6 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