



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: SPA 1007
SCHOOL/OFFICE: OPEN COLLEGE	CLASSIFICATION: NN8
DIVISION/STRAND: DARU UNIVERSITY LEARNING CENTRE	POSITION TITLE: ADMINISTRATIVE COMPUTER LAB ASSISTANT, DARU ULC
BRANCH: PROVINCIAL CENTRE	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: CENTRE DIRECTOR, DARU ULC
SECTION: ADMINISTRATION	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: EXECUTIVE DIRECTOR OC
LOCATION: DARU, WESTERN PROVINCE	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The Administrative Assistant of the Open College Campus and Centre is responsible to the Centre Director for assisting in administration, financial and logistics areas in the Campus / Centre.

MAJOR DUTIES

1. Provides instruction to all lab users on proper use of all equipment.
2. Ensures that computer lab equipment is being cared for properly by users.
3. Monitors files and programs that are downloaded on to the computers to make sure spyware, malware and other dangerous programs are not downloaded.
4. Files all reports of the use of computer lab.
5. Supplies reference materials to help users learn how to use Learning Management System.
6. Maintains inventory of supplies, places orders and records of maintenance activities.
7. Changes toner in printers, adds paper and otherwise ensures proper functioning of all computers in the lab.
8. Sets up and shuts down the lab according to work hours.
9. Guides lab users to safety in the event of a fire or other emergency.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. Minimum of Diploma/Degree in Information Communication Technology (ICT) or equivalent from a recognized tertiary institution.
2. Training in ICT programs and software,
3. Have at least 2-3 years' work experience in ICT roles.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge of computer systems, hardware and various types of software.
2. Must have the ability to effectively provide instruction to lab users.
3. Knowledge of how to operate, maintain and care for printers, projectors, scanners, speakers and other equipment used in conjunction with computers.
4. Must have excellent communication skills.
5. Must have excellent reading comprehension skills.
6. Must have strong organizational skills as well as effective time management abilities.
7. Must have excellent interpersonal skills.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS