



POSITION DESCRIPTION
The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: (insert approved position number here) <i>04/024</i>
SCHOOL/OFFICE: School of Business Administration	CLASSIFICATION: U1
DIVISION/STRAND: Public Policy Management	POSITION TITLE: Tutor – Public Policy Management
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: (Public Policy Management Divisional Head) PN (insert approved position number here)
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (insert class here) PN (insert approved position number here)
LOCATION: Arts II Building, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

Purpose

A Tutor in Public Policy Management is expected to make contributions to the teaching effort of the institution, particularly at undergraduate level and carry out activities to develop his/her scholarly research and/or professional expertise relevant to the Public Policy Management profession or discipline.

Principal Duties and Responsibilities

1. Teaching

- 1.1 Conduct tutorials, practical classes, demonstrations, workshops and field excursions;
- 1.2 Preparation and delivery of seminars;
- 1.3 Consultation with students;
- 1.4 Marking and assessment connected with subject academic teaches.

2. Research

- 2.1 Preparation for higher studies;
- 2.2 Learning and research methods;
- 2.3 Work as research assistant.

3. Administration

- 3.1 Participation in course administration;
- 3.2 Limited participation in school level committee meeting.

4. Outreach

- 4.1 Supporting student extra curricular activities;
- 4.2 Services to the University community.

5. Distance Education

- 5.1 Attending consultation with external students through e-mail;
- 5.2 Marking and assessment

Qualification Requirement: Skill Base

A Tutor will normally have completed four/five years of tertiary studies in the relevant discipline (Public Policy Management) and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an honours or higher qualifications, an extended professional degree.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS