



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 282059
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION: NN8
DIVISION/STRAND: (insert name here)	POSITION TITLE: HEAD BINDER
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: LIBRARY ADMINISTRATION
SECTION: LIBRARY ADMIN	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: (Insert class here) PN (insert approved position number here)
LOCATION: WAIGANI CAMPUS	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE (overall description of the function of this position)

To ensure all the library journals coming in parts are bonded into respective portfolio and likewise do repair work to all library books that are found to have been torn through the spine and book covers. The section is also responsible for binding thesis and any other publication requested by the University Administration and Schools.

ACCOUNTABILITIES (overall description of the responsibilities of this position such as financial delegations or supervising staff)

The Incumbent shall be responsible in managing the operations of the bindery.

MAJOR DUTIES (list the main tasks of this position e.g. provide technical advice or manage an area)

1. Managing the bindery.
2. Plan and allocate daily task to staff.
3. Supervision of staff.
4. Report to the library management in conducting maintenance of binding machine when required.
5. Place orders for bindery equipment's and materials through the acquisition Librarian when required.
6. Bind and repair books and journals.
7. Maintain administrative conduct by way of monitoring staff attendances, punctuality and performances and report to the library management.
8. Induction and training of new staff

9. Report incidences; identify issues and obstacles and then find solutions OR refer to your Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).
10. Perform any other duties directed by the Librarian, ry Officer or Library Management.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

The appointee must possess a Certificate in Library Studies or information related field from a recognized Institution and have at least 3 years’ work experiences in an academic library or equivalent.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. polices or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Must have some experiences working in an academic library or equivalent.
2. Must possess an appropriate Trade Certificate or equivalent.
3. Must have good English communication skills both verbal and written.
4. Must have proven records of good work habits and commitment.
5. Must have the knowledge of all aspects of bookbinding.
6. Must be a self-starter.
7. Must be self-motivated and have good inter-personal skills.
8. Must be of sober habit.
9. Must have the skills and knowledge in the operations of all binding machines.
10. Must have ability to understand the UPNG Code of Conduct and apply good work ethics.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS