



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.: 282064</b>
<b>SCHOOL/OFFICE:</b> <b>MICHAEL SOMARE LIBRARY</b>	<b>CLASSIFICATION:</b>
<b>DIVISION/STRAND:</b> (insert name here)	<b>POSITION TITLE: TECHNICAL OFFICER</b>
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> <b>READER SERVICES LIBRARIAN</b>
<b>SECTION:</b> <b>AUDIO VISUAL</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>LOCATION:</b> <b>WAIGANI CAMPUS</b>	

#### ROLES AND RESPONSIBILITIES OF POSITION

**PURPOSE** (overall description of the function of this position)

**The appointee shall be responsible for the management, control and physical care of the archives collection.**

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

**The appointee shall be responsible to the New Guinea Collection Librarian.**

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

- 1. Responsible for collection, organization, cataloguing and the arrangement of the physical storage of the collection.**
- 2. Liaise with the New Guinea Collection Librarian and others to device policies, procedures and processes that will control the collection usage.**
- 3. Gather appropriate materials of value such as photographs, video's, CDs and others that are of value and have them organized and stored.**
- 4. Liaise with other institutions such as the Museum and the National Archives and establish dialogue for material sharing, preservation and good usage.**
- 5. Liaise with other departments to identify and collect materials of good value that should be stored for future use.**
- 6. Responsible for all query made to the collection.**
- 7. Train subordinates, skilling them with necessary knowledge in archives management and preservation.**
- 8. Maintain good records of the collection using appropriate computer software database system.**

## 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 Bachelor Degree in Library Studies or equivalent with a minimum of 4 years experience in archives and records management.**

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES** (list the specific knowledge e.g. policies 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 possess sound knowledge and skills in archives and records management.**
- 2. Must have the ability to apply some knowledge in conservation.**
- 3. Able to communicate effectively in English – both written and oral.**
- 4. Able to relate well with staff, students and academics.**
- 5. Have sound knowledge in applied research skills.**
- 6. Able to conduct standard cataloguing in archives management.**
- 7. Self motivated and self starter.**
- 8. Have sound knowledge of operating a computer.**
- 9. 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