



THE UNIVERSITY OF PAPUA NEW GUINEA



POSITION VACANCIES

The University is seeking expressions of interest from suitably qualified candidates for the positions listed below:

SCHOOL OF BUSINESS ADMINISTRATION

1. Professor/Associate Professor in Economics - W/041001/14
2. Professor/Associate Professor in Human Resource Management - W/161001/14
3. Lecturer/Senior Lecturer in Business Management - W/041018/14
4. Lecturer/Senior Lecturer in Economics - W/041025/14
5. Lecturer/Senior Lecturer in Economics - W/041023/14
6. Lecturer/Senior Lecturer in Strategic Management - W/041009/14
7. Lecturer in Business Management - W/041019/14
8. Lecturer in Banking & Finance - W/041012/14
9. Tutor in Accounting - W/041002/14

SCHOOL OF HUMANITIES & SOCIAL SCIENCES

1. Professor in Linguistics & Modern Languages - W/091001/14
2. Senior Lecturer in Literature & English Communication - W/091027/14
3. Senior Lecturer in Journalism - W/191002/14
4. Lecturer/Senior Lecturer in Literature & English Communication - W/091011/14
5. Lecturer/Senior Lecturer in Literature & English Communication - W/091013/14
6. Lecturer in English Communication - W/091003/14
7. Lecturer in Social Work - W/011020/14
8. Lecturer in Social Work - W/011022/14
9. Lecturer in Political Science - W/141006/14

SCHOOL OF MEDICINE & HEALTH SCIENCES

1. Professor of Basic Medical Sciences - T/821001/14
2. Professor of Child Health - T/811001/14
3. Professor of Surgery - T/811023/14
4. Professor of Pathology - T/831001/14
5. Professor of Public Health - T/841001/11
6. Associate Professor in Biochemistry & Molecular Biology - T/821004/14
7. Associate Professor in Anatomy - T/821005/14
8. Associate Professor - T/841003/14
9. Senior Lecturer in Child Health - T/811007/14
10. Lecturer/Senior Lecturer in Physiology - T/821008/14
11. Lecturer/Senior Lecturer in Physiology - T/821011/14
12. Lecturer in Medical Laboratory - T/521002/14
13. Lecturer - T/831012/14
14. Lecturer - T/821024/14
15. Tutor/Lecturer in Medical Imaging - T/551001/14
16. Tutor/Lecturer - T/842013/14
17. Senior Technical Officer (MT 3) - T/822014/14
18. Senior Technical Officer (Gr. 2) - T/812014/14
19. Senior Technical Officer (Gr. 2) - T/842008/14
20. Technical Officer (MT 1) - T/822015/14
21. Technical Officer (MT 1) - T/822019/14
22. Technical Officer (Gr. 2) - T/842009/14
23. Technical Officer (Gr. 2) - T/842010/14
24. Keyboard Operator (KBO 3) - T/816018/14
25. Keyboard Operator (KBO 1/2) - T/816019/14
26. Typist (KBO 2) - T/521007/14

ACADEMIC AUDIT UNIT

1. Director, Academic Audit - W/291012/14

CENTRE FOR RESEARCH

1. Dean, Research and Postgraduate Studies - W/111001/14
2. Secretary - W/116004/14

OFFICE OF VICE CHANCELLOR

1. Legal Officer - W/293010

HUMAN RESOURCE DIVISION

1. Team Leader in Recruitment & Selection - W/313004/14
2. Admin Officer - W/313027/14
3. Human Resource Officer in Salary Payroll & Processing - W/313029/14
4. Assistant Human Resource Officer in Salary Payroll & Processing - W/316015/14

STUDENT SERVICES

1. Director of Student Services - W/363001/14
2. Warden of Women - W/363002/14
3. Assistant Warden (Female) - W/363008/14

PHYSICAL FACILITIES MANAGEMENT

1. Housing Officer - W/353113/14
2. Transport Officer - W/353107/14

INTERNAL AUDIT UNIT

1. Assistant Internal Auditor - W/293009/14

PUBLIC RELATIONS & MARKETING UNIT

1. Co-ordinator, Public Relations & Marketing - W/243001/14

UNIFORCE SECURITY

1. Staff Officer Intelligence - W/333008/14

CENTRE FOR HUMAN RESOURCE DEVELOPMENT

1. Graduate Administration
2. Teaching Fellows

INFORMATION & COMMUNICATION TECHNOLOGY

Network & Communication Team

1. Chief Technical Officer (Multimedia) - W/293066/14
2. Chief Technical Officer - W/293047/14
3. Communication Engineer - W/293064/14
4. Senior Technical Officer - T/293068/14
5. Senior Technical Officer - W/293067/14
6. Technical Officer (Network Support) - W/293074/14
7. Technical Officer Grade 2 - W/293071/14
8. Graduate Cadet - W/293078/14

Technical Support Services Team

1. Chief Technical Officer - W/293055/14
2. Senior Technical Officer - W/293056/14
3. Senior Technical Officer - T/293057/14
4. Senior Technical Officer (Lab Support) - T/892002/14
5. Technical Officer Grade 2 - W/293058/14
6. Technical Officer Grade 2 - T/892003/14
7. Technical Officer Grade 1 - W/293062/14
8. Technical Officer Grade 1 - T/293063/14
9. Graduate Cadet - T/892007/14

Base Salaries (Per Annum)

Associate Professor/Professor & Director, Academic Audit	- K54,452 - K82,113 per annum
Lecturer/Senior Lecturer	- K30,819 - K54,429 per annum
Tutor, Teaching Fellow & Graduate Administration	- K26,166 - K31,980 per annum
Dean, Centre for Research	- K67,183 - K82,113 per annum
Director	- K54,349 - K66,426 per annum
Assistant Internal Auditor, Legal Officer & Team Leader	- K46,207 - K56,475 per annum
Senior Technical Officer (MT 3)	- K39,519 - K48,301 per annum
Co-ordinator, Warden of Student (Female), Housing Officer	- K34,018 - K41,577 per annum
Chief Technical Officer & Communication Engineer	- K30,101 - K36,790 per annum
Senior Technical Officer & Technical Officer (MT 1)	- K25,744 - K31,464 per annum
Admin Officer, Human Resource Officer & Assistant Warden (Female), Technical Officer & Secretary	- K22,663 - K27,700 per annum
Assistant Human Resource Officer, Transport Officer	- K20,156 - K24,635 per annum
Technical Officer & Graduate Cadet	- K18,088 - K22,107 per annum
Keyboard Operator (KBO 3)	- K20,156 - K24,635 per annum
Staff Officer Intelligence & Keyboard Operator 1 & 2	- K18,088 - K22,107 per annum

Appropriate Domestic Market Allowance (DMA) and a Gratuity payment calculated at 25% of the Base plus DMA will be provided for all contract level appointments. For all academic appointments a Teaching Allowance (ATA) will also be paid on top of the base salary. The University is an equal opportunity employer and encourages female applicants for all positions advertised.

Potential applicants are advised to attain a copy of the relevant position description or descriptor from the Human Resource Division through staffadm@upng.ac.pg, fax 326 7187 or contact number 3267233. **Please note that it is a must that applicants address the selection criteria or job specifics in their application,** as well as highlight relevant experience, qualifications and/or a strong aptitude to adapt/progress accordingly in the respective position. An up to date curriculum vitae (with a recent small photograph) and the names/ addresses of three (3) referees qualified to make comment on the suitability of the applicant must also be provided. In order to further expedite the appointment process, applicants are advised to contact their referees to send confidential reports directly to the University without waiting to be contacted. All applications will be treated as strictly confidential and will close on **03rd October, 2014**.

All applications should be forwarded to the Director, Human Resource Division, University of Papua New Guinea, PO Box 320, UNIVERSITY, National Capital District or faxed to 326 7187 or emailed to staffadm@upng.ac.pg.

JENNIFER POPAT (MRS)
REGISTRAR