



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 041001
SCHOOL/OFFICE: <i>School Of Business Administration</i>	CLASSIFICATION: U6/U5
DIVISION: <i>Economics</i>	POSITION TITLE: Professor / Associate Professor in Economics
BRANCH: Not applicable.	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Executive Dean of School of Business Administration
SECTION: Not applicable.	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Not applicable.
LOCATION: <i>Arts II Building, Waigani Campus</i>	

(A) PURPOSE

The candidates should be able to provide strong academic leadership in the area of Economics through quality teaching and scholarly research. Further the candidates should demonstrate teamwork and provide mentoring and coaching to young academics. The candidate also should contribute to achieve strategic vision and goals of School and the University.

(B) ROLES AND RESPONSIBILITIES OF THE POSITION

1. Teaching

- 1.1. *The candidate should be able to teach (postgraduate and undergraduate students) proficiently and provide leadership in the research work and general administration;*
- 1.2. *The candidate should be able to secure research funding and support from various national and international sources;*
- 1.3. *Ensure tests and exams are professionally conducted and that results are provided to the School within the timeframe set by the School or the Academic Board.*
- 1.4. *The candidate must be able to provide necessary support to younger academics and students for their learning and development;*
- 1.5. *The candidate should provide strong administrative support to School and University.*
- 1.6. *Must be able to assist the Divisional Head in course advising, registration, and general administration work as and where required*
- 1.7. *Must help in teaching postgraduate courses in other programs in the School as well.*

2. Research

- 2.1 *The candidate must take initiative to carry out scholarly research work either as an individual or as a group. Further the candidate should be able to design research proposals and lead research team for income generation projects for the benefits of School/University.*
- 2.2 *The candidate should be able to contribute to research publications, referee, or peer assessment and community outreach activities*
- 2.3 *The candidate must have considerable research experience and must have published research articles in reputed international and national journals.*
- 2.4 *Be able to present research papers in seminars and conferences.*
- 2.5 *Be able to supervise postgraduate students at Honours, Masters, and PhDs Levels in their research thesis or dissertations.*

3. Administration

- 3.1 *Be able to demonstrate the ability to manage other staff or any projects assigned to him or her by the Divisional Head, Deputy Dean or the Executive Dean.*
- 3.2 *Must understand the administrative work of the Divisional Head and offer to help whenever the need arises*
- 3.3 *Be able to help and solve some of the administration issues raised by the students.*
- 3.4 *Must demonstrate ability to work as a team with other colleagues in the Economics Division, School and University.*
- 3.5 *Be able to manage his/her portfolio of duties and responsibilities more efficiently.*

4. Outreach

- 4.1 *The candidate is encouraged to be a member of one or more professional body/bodies.*
- 4.2 *The candidate should be able to participate in the university-organized social activities.*
- 4.3 *The candidate should be able to market the programme/ School/University at various levels both within the university and outside the university.*
- 4.4 *The candidate should be able to undertake research or consultancy for non-monetary benefits.*
- 4.5 *Be able to contribute generally to the community services*

5. Distant Education and Course writing

- 5.1 *Be able to develop or assist in designing and preparation of course material for programmes offered through internal and distant learning mode.*
- 5.2 *Must be available to teach students through distant mode.*

SELECTION CRITERIA

Person Specification

FACTORS	ESSENTIAL AND DESIRABLE	ASSESSED BY		
		A	I	T
Education and Qualifications (Essential)	Doctoral (PhD) qualification in Micro / Macro Economics or Monetary Economics or Agricultural Economics or Labour Economic or Environmental Economics or Resource Economics or Development Economics or Public Finance or International Economics, Econometrics, Applied Economics, or related field.			
Education and Qualifications (Desirable)	Be part of an academic or professional bodies at the level / status of "Fellow".			
Knowledge (Essential)	<p>Must have an in-depth knowledge on economic theories</p> <p>Must be able to lead academic team in collaborative research on new and inspiring economic reasoning and problem-solving research.</p> <p>Must have the ability to question the existing economic school of thoughts or theories against new and emerging economic thoughts and experiences – i.e., vigorously make attempts to rewrite economic theories.</p>			
Knowledge (Desirable)	Must contribute based on its specialized field at national and international levels in economic debates and influence academic thinking as well as practical economic policy settings			
Skills and Abilities relating to role (Essential)	<p>Ability to design, develop and deliver a range of programs at various levels.</p> <p>Must help the Economic Division to review the current program and ensuring that quality standards and compliance to academic regulations are adhered to and make modification where, necessary.</p> <p>Must contribute towards achieving the School's Development Plan and its objectives and also the institutions strategic planning visions and aspirations.</p> <p>Must have the ability to develop research proposals, carry out independent research, referee and contribute to peer assessment and bid for contestable research</p> <p>Create new opportunities for new strategic directions in research projects, new programs and consultancy work for the School.</p> <p>Must be able to create new ways of improving performance at the program and School levels for better and coordinated approach in achieving academic excellence in students' performance and the Program's viability.</p> <p>Must be able to take added responsibilities such as chairing and participating in School and Institutional committees, leading projects.</p>			

	<p>Must demonstrate that he/she has the ability to communicate effectively and disseminate complex and conceptual ideas in a structured manner and make it presentable – such as presentations or exhibitions at national or international conferences, reports on findings, journal articles etc to a wide variety of audiences.</p> <p>Be able to lead and contribute to the development of teams to ensure effective and productive working relationships.</p> <p>Must have the ability to lead, develop, and work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners.</p> <p>Must have managerial ability to plan workloads and projects and manage resources more effectively.</p>			
Skills and Abilities relating to role (Desirable)	A highly academic profile that can add value to the Program, School and the University that brings confidence, integrity and high quality.			
Experience paid / unpaid (Essential)	<p>Have extensive experience in higher education teaching or equivalent.</p> <p>Experience of providing academic leadership and first line support and mentoring for other colleagues.</p> <p>Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning.</p> <p>Experience of managing performance through the goal setting, monitoring and review of objectives.</p> <p>Must supervise Ph.D/Masters/Honors students and must be an examiner to Masters / doctoral dissertations.</p>			
Experience paid / unpaid (Desirable)	Substantial experience of working as economic advisor or strategist in a Private or Public sector.			
Other Requirements (Essential)	<p>Must be able to check quality control such as measuring risks in the implementation of corporate policy and strategy in relation to Equality and Diversity, Health and Safety, Quality Standards and etc.</p> <p>Willingness to comply with the UPNG Code of Conduct.</p>			

HISTORY OF POSITION – (ECONOMICS DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS