



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 41003
<b>SCHOOL/OFFICE:</b> <i>School Of Business Administration</i>	<b>CLASSIFICATION:</b> U2/U3/U4
<b>DIVISION/STRAND:</b> <i>Economics</i>	<b>POSITION TITLE:</b> <i>Lecturer/Senior Lecturer in Economics</i>
<b>BRANCH:</b> Not available	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Executive Dean of School of Business Administration
<b>SECTION:</b> Not available	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Not available
<b>LOCATION:</b> <i>Arts II Building, Waigani Campus</i>	

#### **(A) PURPOSE**

*To provide academic leadership in areas of quality teaching and research at both the postgraduate and undergraduate levels which is relevant to the economics program and be able to demonstrate ability and capability in handling pressing issues at the administration, teaching and research levels. Also, both quality and adequate staff capacity is required to meet the growing demand of students entering university and enroll in the Economics Program.*

#### **(B) ROLES AND RESPONSIBILITIES OF THE POSITION**

##### **1. Teaching**

- 1.1. *The candidate is able to teach both the undergraduate and postgraduate courses proficiently and must demonstrate an in-depth knowledge or understanding of the economic theories and applications, problems and solutions.*
- 1.2. *The candidate should be able to adequately provide and deliver teaching materials on time*
- 1.3. *Ensure tests and exams are professionally conducted and that results are provided to the School within the time framework set by the School or the Academic Board.*
- 1.4. *The candidate is able to interact professionally with the students on academic matters*
- 1.5. *The candidate must be able to assist students during the working hours on student's academic problems or lack of understanding on the concepts, theories and analytical problems and solutions*
- 1.6. *The candidate is able to deputize the work of Strand leader in both the administration and also is able to teach various courses in economics.*
- 1.7. *Must be able to assist the Strand leader in course advising, registration, and general administration work as and where required*

## **2. Research**

- 2.1 *The candidate must take the initiative to carry out scholarly research work as individual or a group work during the course of teaching*
- 2.2 *The candidate is able to contribute to research publication*
- 2.3 *The candidate must have at least some research experience and published a researched documents or articles. Any contribution to the economic journals or text book publications will be highly regarded.*
- 2.4 *Be able to present research papers in seminars and conferences.*
- 2.5 *Be able to supervise postgraduate students at Honours and Masters 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 Strand Leader, Deputy Dean or the Executive Dean*
- 3.2 *Must understand the administrative work of the Strand leader 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 with other senior lecturers and professors in the Economics Strand and also the School*

## **4. Outreach**

- 4.1 *The candidate is encouraged to be a member of a professional body*
- 4.2 *The candidate is able to participate in the university-organized social activities*
- 4.3 *The candidate is able to market the university at various levels both within the university and off-university in professional activities*
- 4.4 *should be able to undertake research on consultancy basis or just helping an organization*
- 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 producing course material for distant learning*
- 5.2 *Must be available to teach students through distant mode*

## SELECTION CRITERIA

### Person Specification

FACTORS	ESSENTIAL AND DESIRABLE	ASSESSED BY		
		A	I	T
<b>Education and Qualifications (Essential)</b>	Doctoral (PhD) qualification in Economics or related field such as Resource economics, Monetary economics, Agricultural economics, Development Economics, Applied Economics, Econometrics, and Public economics			
<b>Education and Qualifications (Desirable)</b>	Be part of an academic or professional bodies  Fellow status as part of the Higher Education Academy's Professional Recognition Scheme			
<b>Knowledge (Essential)</b>	Must have an in-depth knowledge on economic theories  Must be able to lead academic team in collaborative research on new and inspiring economic reasoning and problem-solving research.  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.			
<b>Knowledge (Desirable)</b>	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			
<b>Skills and Abilities relating to role (Essential)</b>	Ability to design, develop and deliver a range of programs at various levels.  Must help the Economic Strand to review the current program and ensuring that quality standards and compliance to academic regulations are adhered to and make modification where, necessary.  Must contribute towards achieving the School's Development Plan and its objectives and also the institutions strategic planning visions and aspirations.  Must have the ability to develop research proposals, carry out independent research, referee and contribute to peer assessment and bid for contestable research  Create new opportunities for new strategic directions in research projects, new programs and consultancy work for the School.  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>Must be able to take added responsibilities such as chairing and participating in School and Institutional committees, leading projects.</p> <p>Must demonstrate that it 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>			
<b>Skills and Abilities relating to role (Desirable)</b>	<p>A highly academic profile that can add value to the Program, School and the University that brings confidence, integrity and quality as expected of university.</p> <p>Must be able to teach any economics courses that are offered</p>			
<b>Experience paid / unpaid (Essential)</b>	<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 junior academic 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 postgraduate students at Honors and Masters levels and examiner to Masters dissertations</p>			
<b>Experience paid / unpaid (Desirable)</b>	<p>Must have substantial experience of working within the past 3 – 8 years as economic advisor or strategist in a Private or Public sector organization.</p>			
<b>Other Requirements (Essential)</b>	<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>			

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**HISTORY OF POSITION – (ECONOMICS DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>