



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 022022
SCHOOL/OFFICE: SNPS	CLASSIFICATION: No.8
DIVISION/STRAND: Biological Sciences	POSITION TITLE: Technical Officer Grade 2 (Curator)
BRANCH: UPNG Waigani main campus	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Division Leader, Biological Sciences
SECTION: Non-Academic	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Other Academic and Technical Staff
LOCATION: Science II Building	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Applications are invited from active and experienced persons for the position of a **Technical Officer (Curator/ zoological collections)** in the Division of Biology. The candidate sought should possess the relevant tertiary qualifications with more than three years of experience providing technical support to a vibrant academic or research institution, in a variety of fields of the biological sciences. We require one Technical Officer with relevant experience in collecting and curating of insect and zoological specimens. The applicant is expected to be active, and field and laboratory oriented, and be able to assist in field research and assist lecturers in preparing and conducting student practicals and field trips.

ACCOUNTABILITIES

The Candidate will contribute to the maintenance and updating of insect and animal collections/curation and equipment for this section in the NSRC (part of the Centre for Biodiversity & Natural Products) as well entering information and data into the database computer.

MAJOR DUTIES

1. ADMINISTRATION
 - Manage the insect and animal collection and the database as well as the equipment for use in the collection and curation of specimens.
2. RESEARCH
 - Conduct collections of insect and animal specimens from the field with students, staff and researchers and curate these in the lab.
 - Enter data and information into the database and maintain the updating of the database

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	Grade 12 or BSc.
Abilities	Must be able to collect and curate insect and animal specimens, organise and prepare laboratory and Field trip exercises in consultations with the responsible Lecturers
Experience	At least 5 years of experience in lab and field exercises with students and/or researchers
Breath of Skills	Ability to work in a team and assist other technical officers and academic staff where needed. Must also work across the broad spectrum of insect and animal curation.
Other Skills	Strong research and computing skills.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above.
2. Motivated and enthusiastic about these tasks above and also on research
3. Knowledge of the UPNG Code of Conduct
4. Appreciate the cultures and traditions of the people of Papua New Guinea

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS