



**POSITION DESCRIPTION**  
**The University of Papua New Guinea**

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 041017
<b>SCHOOL/OFFICE:</b> <i>School Of Business and Public Policy</i>	<b>CLASSIFICATION:</b> U3/U2
<b>DIVISION/STRAND:</b> <i>Economics</i>	<b>POSITION TITLE:</b> <i>Lecturer in Economics (Lecturer-1/2)</i>
<b>BRANCH:</b> Economics	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Executive Dean/Divisional Head of Economics.
<b>SECTION:</b> Economics	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>LOCATION:</b> SBPP Building, Waigani Campus or any other place as directed by authorities.	

**(A) PURPOSE**

*To provide academic leadership in areas of quality teaching and research at the undergraduate level which is relevant to the economics program and be able meet the increasing demand of the school leavers at secondary schools in the country enrolling in the program.*

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

**1. Teaching**

- 1.1. *The candidate is able to teach the undergraduate 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 the concepts, theories and analytical problems and solutions*
- 1.6. *The candidate is able to deputize the work of senior lecturer or Strand leader in teaching 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 document or article. Any contribution to the economic journals or text book publication 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 level in their research.*

## **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,*
- 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 without being told what to do,*

## **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>	Masters qualification in Economics or related field such as Resource economics, Monetary economics, Agricultural economics, Development Economics, and Public economics			
<b>Education and Qualifications (Desirable)</b>	Be part of an academic or professional bodies  Any attainment of professional qualification or experiences such as postgraduate work or fellowships or awardees of reputable scholarships.			
<b>Knowledge (Essential)</b>	Must have an in-depth knowledge on economic theories and applications  Must be able to contribute 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>	Must have the ability to help in the designing, developing and delivering a range of courses 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 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.  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.  Be able to lead and contribute to the development of teams to			

	<p>ensure effective and productive working relationships.</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>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 level</p>			
<b>Experience paid / unpaid (Desirable)</b>	<p>Must have substantial experience of working within the past 5 years as economist in a Private or Public sector organization or 3 years of teaching experience in higher learning institutions.</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>Must have some Knowledge of the UPNG Code of Conduct, policy and the general regulations</p>			

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS