



## POSITION DESCRIPTION

### The University of Papua New Guinea

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| <b>DETAILS OF POSITION</b>  | <b>POSITION NO.:</b> W/091015   |
| <b>SCHOOL/OFFICE:</b><br>School of Humanities and Social Sciences | <b>CLASSIFICATION:</b> U2/03  |
| <b>DIVISION/STRAND:</b><br>Linguistics & Modern Languages         | <b>POSITION TITLE:</b> Lecturer 1 or Lecturer 2                             |
| <b>BRANCH:</b><br>TBA   | <b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b><br>Strand Leader |
| <b>SECTION:</b><br>TBA  | <b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b><br>TBA            |
| <b>LOCATION:</b><br>Waigani, Kuri Dom Building                    |   |

### ROLES AND RESPONSIBILITIES OF POSITION

#### **PURPOSE**

The successful candidate is expected to teach courses in linguistics and be prepared to teach and /or deliver courses tailored to distance learning mode.

#### **ACCOUNTABILITIES**

A Lecturer -1 Level academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate level and post graduate diploma level and carry out activities to develop his/her scholarly, research and /or professional expertise relevant to the profession or discipline.

#### **MAJOR DUTIES**

##### 1. Teaching Portfolio

- The conduct of lectures, tutorials, practical classes, demonstration, workshops, student field excursions and student field attachment.
- Presentation of quality teaching portfolio.
- Production of teaching materials.
- Production of examination and assessment papers.
- Marking and assessing primarily connected with subjects in which the academic teaches.
- Acting as course coordinator.
- Formal and informal interaction with students on academic matters.

##### 2. Research Portfolio

- Conducting research under supervision of senior academics.
- Acquiring skills and knowledge in research methods.
- Producing technical and scientific papers.
- Presentation of research papers in seminars and conferences.
- Publication in referred journal.
- Submitting proposal for research grant to outside bodies.
- Research based reports.

### 3. Administration Portfolio

- Participation in school administration and governance.
- Course administration and support.

### 4. Outreach Portfolio

- Membership to external bodies.
- Services to university community.
- Supporting students' extra curricular activities.
- Promoting university image.
- Coaching and counseling students.
- Formal and informal interaction with students on personal and social matters.

### 5. Distance Education Portfolio

- Development of skills in developing and delivering courses through distance mode.
- Teaching students through distance mode.

## **SELECTION CRITERIA**

### **TRAINING LEVEL OR QUALIFICATIONS**

The successful candidate will be appointed at Lecturer 1 level depending on qualification, experience and skills. Applicant should have a minimum of a Masters degree, but preferably a PhD, in Linguistics.

### **KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

1. Should have five (5) years of teaching experience at tertiary level.
2. Must have a good research and publication record and at least 2 published articles in reputable academic journals and 4 papers presented in relevant academic conferences.
3. Teaching Experience of Hiri Motu will be of advantage.

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### **HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

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