



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 132016
SCHOOL/OFFICE: SNPS	CLASSIFICATION: NO7
DIVISION/STRAND: PHYSICS	POSITION TITLE: Technical Assistant Grade 2
BRANCH: UPNG Waigani main campus	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Divisional Leader Physics-Professor
SECTION: Academic	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Lecturers in Physics
LOCATION: Science I Building	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Successful appointees are expected to actively take part in supporting teaching and research activities within the Division of Physics. He/she must have a preferably a Certificate in Laboratory Science in Physics. Some experience at university level is desirable but not essential.

The successful candidate is expected to have strong communication and interpersonal skills, and a team player.

ACCOUNTABILITIES

Under guidance of Divisional Leader and assistance from Physics staff both academic and technical, candidate will assist in review of all Physics academic laboratory practicals in Physics to meet required standards. Ensure that standard laboratory equipment are maintained and operational. Link with alumni and promoted and link with industry for applied skills and support. The level of Physics laboratory safety must be in par with similar universities around Australia, Oceania and the world.

MAJOR DUTIES

1. Assist in Office administration and Preparation of laboratory
 - Assist Technical Officers to support undergraduate and postgraduate teaching and learning activities.
 - Assist in administration of Physics Division Office,
 - Support academic staff in teaching and research
 - Other duties as required and directed by the Divisional Leader and Professor.
 - Assist in Outreach and Distance education offered by the division.
 - Assist the senior technical officer in administration of laboratories and division as a whole.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

FACTORS	
Professional Qualifications	Advanced Certificate in Laboratory Science/BSc (Physics).
Abilities	Must be able to do assist in teaching, learning and research activities.
Experience	Experience in academic/research environment is essential.
Breath of Skills	Multi skilled in being able to support administration of teaching and research
Other Skills	Basic computing skills, and IT knowledge advantage

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Knowledge and skills as listed table above
2. Motivated and enthusiastic about these fields and about supporting academic teaching
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