



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 151001
<b>SCHOOL/OFFICE:</b> School of Humanities And Social Sciences	<b>CLASSIFICATION:</b> UO 2
<b>DIVISION/STRAND:</b> Psychology	<b>POSITION TITLE:</b> Lecturer / Senior Lecturer in Psychology
<b>BRANCH:</b> Not Applicable	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Executive Dean of School of Humanities and Social Sciences / Psychology Strand Leader
<b>SECTION:</b> Not Applicable	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Not Applicable
<b>LOCATION:</b> Arts II Building Waigani Campus	

#### **ROLES AND RESPONSIBILITIES OF POSITION**

##### **PURPOSE**

To provide academic leadership in areas of quality teaching and research at both the postgraduate and undergraduate levels which is relevant to psychology programs 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 enrol in the Psychology Program.

**ACCOUNTABILITIES / MAJOR DUTIES** (*overall description of the responsibilities of this position such as financial delegations or supervising staff*)

##### **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 psychological 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 psychology.

1.7. Must be able to assist the Strand leader in course advising, registration, and general administration work as and where require

## **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 psychology 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 Psychology 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

**SELECTION CRITERIA**

**TRAINING LEVEL OR QUALIFICATIONS** *(identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)*

1. Doctoral (PDH) or Masters Degree qualification in Psychology or related field such as Human Resources, or Sociology.
2. Be part of an academic or professional bodies

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES** *(list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)*

1. Must have in –depth knowledge on psychological theories
2. Must have the ability to develop research proposals, carry out research and present the findings.
3. Must help Psychology Strand to review the current courses and to ensure that that quality standards and compliance to academic regulations are adhered to and make modification where necessary
4. Must be able to create new ways of improving performance at Strand Level for better and coordinated approach in achieving academic excellence in students’ performance and strand’s courses viability.
5. Must be able to work well with others in a team environment.
6. Knowledge of the UPNG Code of Conduct.

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS