



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 191002
<b>SCHOOL/OFFICE:</b> School of Humanities and Social Sciences	<b>CLASSIFICATION:</b> Level U4 Senior Lecturer
<b>DIVISION/STRAND:</b> Journalism	<b>POSITION TITLE:</b> Senior Lecturer in Journalism
<b>BRANCH:</b> TBA	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Strand Leader
<b>SECTION:</b> TBA	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> TBA
<b>LOCATION:</b> Waigani	

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

#### **PURPOSE**

The successful candidate is expected to provide academic leadership, mentor junior staff in teaching and research and/or professional activities and teach undergraduate and post graduate journalism courses.

#### **ACCOUNTABILITIES**

A Senior Lecturer Level academic is expected to make significant contributions to the teaching effort of a discipline, school or organizational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

#### **MAJOR DUTIES**

##### 1. Teaching Portfolio

- Preparation and delivery of lectures and seminars;
- Provide guidance to junior academics in preparing and delivering lectures and seminars;
- Participate in curriculum and course reviews;
- Initiate and development of course materials;
- Supervision of program of study of honours and postgraduate students engaged in course work;
- Marking and assessment

##### 2. Research Portfolio

- Conduct of research;
- Supervision of major honours and postgraduate research projects;
- Play significant role in research projects including, where appropriate, leadership of a research team;
- Present research papers at significant and prestigious international conferences and seminars;
- Publication in referred journals;
- Writing book or book chapters significant to PNG;
- Submissions of applications for research grant and/or paid consultancy;
- Monitoring of research post graduate students and junior staff;
- Participation in internal discipline seminar series.

3. Administration Portfolio

- Participation in school administration and governance.
- Participation in university administration and governance.
- Course administration and support.
- Policy submission.

4. Outreach Portfolio

- Provide unpaid consultancy and advisory services;
- Membership to external professional bodies;
- Representing University to the outside bodies;
- Voluntary education services
- Promoting university image;
- Supporting students extra curricular activities.

5. Distance Education Portfolio

- Development of Skills in teaching through distance mode;
- Production and review of course materials;
- Teaching through distance mode;
- Conducting short courses

**SELECTION CRITERIA**

**TRAINING LEVEL OR QUALIFICATIONS**

The successful candidate will be appointed at Senior Lecturer level depending on qualification, experience and skills. He/she should have a minimum of Masters degree or PhD in Journalism or relevant tertiary qualifications in communication, or related fields.

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

1. Suitable candidates are able to provide and instil a higher and deeper learning methods and processes to enhance students' learning.
2. At least five (5) years experience in mainstream journalism.
3. Some experience in teaching and training at university level or any other tertiary institution.
4. Experience in internet/ online publishing.
5. Ability to work as a team player in a multicultural learning environment.
6. Must be mature, well mannered and prepared to work long hours with little supervision.
7. Should have at least five (5) years experience in Public Relations systems including writing, writing and implementing public relations and various awareness campaign strategies, crisis management, reputation management, public relations measurement strategies, research, photojournalism and public relations practices at regional and international levels.
8. Should be able to write and translate Tok Pisin.
9. Knowledge of the UPNG Code of Conduct.

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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>