



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 221005
SCHOOL/OFFICE: School of Humanities and Social Sciences	CLASSIFICATION: Level U2/3 Lecturer
DIVISION/STRAND: Literature and English Communication	POSITION TITLE: Lecturer
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Strand Leader
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: Waigani	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The successful candidate is expected to teach English (Applied English Linguistics) at all levels (undergraduate and postgraduate); supervise postgraduate students; write and deliver courses for both for both internal and external students in distance learning mode.

ACCOUNTABILITIES

A Lecturer Level academic is expected to contribute 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 role in scholarship, research and/or professional activities.

MAJOR DUTIES

Teaching Portfolio

- Preparation and delivery of lectures and seminars;
- Providing guidance to junior academics in preparing and delivering lectures and seminars;
- Participation in curriculum and course reviews;
- Development of course materials;
- Teach graduate students and supervision postgraduate students;
- Prepare marking and assessment guidelines

Research Portfolio

- Participate in individual/team and departmental research projects;
- Supervise of postgraduate research projects;
- Actively participate in national and international conferences and seminars;
- Publish in referred journals and write books or book chapters of significance to PNG;
- Develop capacities for successfully obtaining research grants and/or paid consultancy;
- Mentoring research post graduate students and junior staff;

- Participation in internal discipline seminar series.

Administration Portfolio

- Engage in school administration and governance activities;
- Participate in university and school administration and governance activities;
- Engage in administration of the Strand and School Committees.

Outreach Portfolio

- Provide unpaid consultancy and advisory services;
- Membership to external professional bodies;
- Represent University to the outside bodies;
- Voluntary education services
- Promote university image;
- Support students' extracurricular activities.

Distance Education Portfolio

- Teach through distance mode;
- Produce and review of course materials;
- Conduct short courses

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

The successful candidate will have a Master's degree in English Communication (TESOL/TESL/Applied English Linguistics).

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. The appointee is expected to teach a range of courses in English Communication, including English language phonology, morphology, syntax and semantics and discourse analysis.
2. Ability to collaborate in multidisciplinary status of the School and the University of Papua New Guinea and other institutions within and outside of Papua New Guinea.
3. Have University experience in teaching and designing university level courses at the undergraduate level.
4. At least a number of published papers locally and internationally in peer reviewed journals based on his or her latest theoretical and empirical research projects either individually or in collaboration with colleagues nationally and/or internationally.
6. Familiarity and practice of academic code of conduct to enhance productivity.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS