



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 231029
SCHOOL/OFFICE: Open College	CLASSIFICATION: UN 2-3
DIVISION/STRAND: Professional & Continuing Education	POSITION TITLE: TVET Lecturer
BRANCH: Head Office	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: UA Associate Director – Professional & Continuing Education
SECTION:	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: Sir Alakan Tololo building, Waigani, Main campus, UPNG	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

The TVET Lecturer will be involved in teaching, writing and reviewing of TVET course materials with the Instructional Designers and/or course content expert/writer, for open and distance learning and developing instruments for assessing students.

MAJOR DUTIES

1. Teaching at Certificate / Diploma / Under-Graduate levels.
2. Writing, revising and assuring the quality of Open and Distance Learning materials. Working with related Division in School in developing and delivering related courses.
3. Revising assignments for related courses and preparing marking guides.
4. Setting examinations and marking of exams.
5. Providing timely and accurate reports on students grades, and related data, reflecting Open College standard and policies. Meeting queries from the Open College Examiners Committee.
6. Assuring timely and appropriate screening and recommending qualified tutors, supervising and monitoring tutors for providing academic support to students including quality tutorials. Promptly responding to queries from tutors and students on academic matters.
7. Working closely with Instructional Designers in developing, revising and ensuring quality of course materials and replacing assignments in each semester.
8. Working closely with the production officer in producing course materials.
9. Visiting study centres to monitor and evaluate the performance of tutors and randomly check marked assignments for quality control.
10. Conducting research and professional publication in the area of ODL and the area of academic interest.
11. Servicing committees as and when required.
12. Performing other related duties as may be required by the authority.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. Applicants should have a post graduate qualification preferably a Master Degree in relevant subject area, from a recognized University.
2. Teaching experience at college or secondary school level.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. All lecturers should have the ability to carry out Action Research to evaluate and monitor progress of the student courses and assessment.
2. Lecturer/Coordinator should have writing and editing skills and computer literate.
3. Ability to manage and organize workload effectively, prioritize tasks, develop good work procedures, good time management, and handle information flow successfully.
4. Demonstrated ability to work independently.
5. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS