



The University of Papua New Guinea

Position Description

DETAILS OF POSITIONS

	POSITION NO: 293059
SCHOOL/OFFICE: ICT Division	CLASSIFICATION: NN9
DIVISION/STRAND: ICT Division	POSITION TITLE: Asset Management System Administrator (AMS - Admin)
BRANCH: Online Services	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Director – ICT
SECTION: Online Services	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Director – ICT
LOCATION: Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION.

PURPOSE:

Responsible for implementing and maintaining Asset Management (AMS) and Fees & Payments modules of the University Information System (UIS) at the University of Papua New Guinea.

ACCOUNTABILITIES:

The University of Papua New Guinea is implementing University Information System (UIS), an integrated ERP software system. Person holding this AMS - Admin position will assist and support the Director-ICT to implement, monitor and maintain the Asset Management System (AMS) and Fee modules of the UIS at UPNG. Main responsibilities include providing technical assistance, guidance, direction and support to the administrative, functional and technical staff working on the operation and maintenance of the assets data and fee data on AMS information system.

The AMS and Fee modules are the most important and vital modules of the University of Papua New Guinea's UIS information system and consists sensitive and confidential information. Hence, the Incumbent is expected to be honest and trustworthy in handling the information & database.

MAJOR DUTIES:

The AMS - Admin is mainly responsible for the smooth implementation of AMS & Fee modules and ensure that end users get maximum benefits. Individual duties may vary based on the nature of the task assigned, but may include the following:

1. Collect, cleanse and enter/update Asset information into AMS module of UIS.
2. Collect, cleanse and import fee payments information from UIS Fee module into UPNG Accounting system (Attaché).

3. Maintain Asset register of UPNG on AMS module including cost and depreciation.
4. Identify errors or issues that need to be fixed or customized and report them to the Director – ICT.
5. Extract or download asset data reports from AMS and transform them as per the requirement of functional Accounting staff or Managers such as reports for asset register, purchase and maintenance reports.
6. Extract or download fee data reports from Fee & Payments module of UIS and transform them to be imported into UPNG Attaché accounting software.
7. Assist the Bursary staff in asset and fee related accounting on both UIS and Attaché.
8. Strategize and assist in the functional configuration of AMS module in implementing UPNG purchase and asset management policies.
9. Conduct necessary training and assist the accounting staff in Bursary division to enter or edit asset information in AMS module.
10. Assist with day-to-day data entry and processing of asset data and fee payments.
11. Prepare short user manuals of AMS and Fee modules wherever necessary to help end users use the system more effectively.
12. Document all functional changes and adhere to existing standards and processes. Write reports as and when required
13. Respond to end user requests in time and resolve issues within agreed timeframe or escalate where possible and necessary;
14. Prioritising and managing multiple tasks at a time.
15. Rapidly establishing a good working relationship with staff and work efficiently in team environment.
16. Maintain quality service by establishing and enforcing organization standards.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATION:

A Bachelor's degree in Information Technology or related field from a recognized Institution or University with 1 to 2 years of experience in managing IT systems for Assets & Accounting.

(OR)

A Bachelor's degree in Accounting or related field with 1 to 2 years of experience in managing and implementing IT systems for Assets & Accounting.

The applicant will need to have an in-depth knowledge of Microsoft office applications, accounting information systems and web-based information systems. Preference will be given to people with good knowledge in Accounting and skills in Accounting IT systems preferably Attaché. The job expects the candidate to maintain a reasonable standard of smartness and contribute meaningfully to new ideas and improve existing processes and standards.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES:

The applicant to this position will need to demonstrate evidence of the following:

1. A strong quantitative and analytical skills and abilities
2. Must have sound knowledge and advanced skills in MS Office applications preferably Excel.
3. Knowledge and experience in using Accounting software preferably Attaché.
4. Good knowledge in using and implementing web-based application systems.
5. Good knowledge and understanding of Asset management functions.
6. Possess excellent listening and questioning skills, combined with the ability to interact confidently with peers and clients.
7. Possess good written and verbal English communication skills.
8. Confident and should be able to conduct in-house staff trainings and demonstrations.
9. Must have the ability to work well in a team environment and be a person with a strong end-user focus.
10. Has the ability to prioritise workload, honest, reliable and trustworthy.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS