



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: T 542005
SCHOOL/OFFICE: (School Office, SMHS)	CLASSIFICATION: NO8
DIVISION/STRAND: Dentistry	POSITION TITLE: Dental Technical Officer Grade 2
BRANCH:	
SECTION:	:
LOCATION:	Taurama campus

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE: To provide academic input and leadership across all the programmes in which the Division is involved.

ACCOUNTABILITIES: The Head of Division,
Dentistry

MAJOR DUTIES:

1. Provide chair side assisting in all clinical dental practices in student clinic.
2. Clean and set up for all dental procedures for students and staff
3. Cleaning and flushing the dental chair and units after procedures
4. Packing and storing of instruments and surgical materials
5. Responsible for sterilizing of instruments and materials
6. Assist and make appointment for patients, students and staff
7. Assist in prosthetic laboratory for student practices
8. Keep and file all patients records
9. Keep and file all patient records
10. Responsible for day to day operations of the student clinic
11. Responsible for storing, stock take and auditing of dental supplies and materials
12. Any other duties that may be directed by the academic dental staff and head of the division.

SELECTION CRITERIA

Minimum qualification of Grade 12 or Diploma in Dental Technician

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

The Candidate must:

- 1. Be a team worker**
- 2. Be prepared to take a leadership role.**
- 3. Be prepared to work long hours.**
- 4. Be willing to work comfortably with staff and students from a variety of backgrounds.**
- 5. Be prepared to work with minimal supervision.**
- 6. Be self-motivated.**
- 7. Possess a high level of integrity.**
- 8. Be computer literate.**
- 9. Be aware of and agree to abide by the UPNG Code of Conduct.**

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS