



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: T 822014
SCHOOL/OFFICE: (School Office, SMHS)	CLASSIFICATION: NN07
DIVISION/STRAND: Basic Medical Sciences	POSITION TITLE: Technical Officer (MT 3)
BRANCH:	Basic Medical Sciences
SECTION:	Basic Medical Sciences
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,
Executive Dean of the School

MAJOR DUTIES:

**Being involved in relevant research activities.
Providing direction for students and younger colleagues in research activities.
Participating in School and possibly University Committees
Taking administrative responsibilities within the Division and School as requested by the Executive Dean.
Laboratory Programs within the School, the University and at National level and International Level**

SELECTION CRITERIA

Candidates must have a first Degree in Lab Sciences or any related field with experience.

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 able to multitask but also delegate when needed.**

- 5. Be willing to work comfortably with staff and students from a variety of backgrounds.**
- 6. Possess a high level of integrity.**
- 7. 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