



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: T/822017 (insert approved position number here)
SCHOOL/OFFICE: School of Medicine & Health Sciences (insert name here)	CLASSIFICATION: UN (insert class here e.g. UA or UN)
DIVISION/STRAND: Basic Medical Sciences (insert name here)	POSITION TITLE: Technical Officer (MT1) (insert title here e.g. Lecturer or Admin Officer)
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: UN, (insert class here) PN (insert approved position number here)
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: HOD-Basic Medical Science, Associate Professor, UA, 821003 (insert class here) PN (insert approved position number here)
LOCATION: Physiology & Pharmacology (insert physical location of the occupant of this position number here)	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE (overall description of the function of this position)

Appointees will be directed and supervised by senior technical officers to organize and set up laboratory practical classes for medical students and health science students in the disciplines of biochemistry & molecular biology, physiology, pharmacology and anatomy. In addition appointees are expected to participate in any research projects undertaken within the division and assist in the upkeep and care of all teaching equipment within the laboratories.

ACCOUNTABILITIES (overall description of the responsibilities of this position such as financial delegations or supervising staff)

Appointees will be directly supervised by senior technical officers and chief technical officer on the job.

MAJOR DUTIES (list the main tasks of this position e.g. provide technical advice or manage an area)

1. Fully assist in setup of all practical classes in all disciplines.
2. Fully assist in upkeep of the laboratories and maintenance of all equipment within.
3. Participate in student research projects
4. Any other duties as requested by senior technical officers and the chief technical officer

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

Appointees must have a diploma/bachelor degree in laboratory/medical laboratory technology or equivalent.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Be able to work under minimum supervision
2. Be highly motivated
3. Be punctual at all times
4. Demonstrate good sense of responsibility to duty and adherence to university guidelines
5. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS