



ADVERTISEMENT

POSITION INFORMATION

Position Number: UNREBO 003
Position Title: Bursar
Employee Class: Administrative
Grade: 14

JOB POSTING LOCATION

Section: Executive Services
Department: Bursary
Location: PNG UNRE Vudal Campus
Reports To: Pro-Vice Chancellor Admin and Planning
Supervised By: Pro-Vice Chancellor Admin and Planning
Start Date: 2018
Contract: 3 years

Background

The mission of PNG-UNRE is to help develop the sustainable use of our diverse natural resources and environment through quality education and research. To achieve this, we are committed to producing graduates with the skills and knowledge required to help lead our agricultural, fisheries, forestry and tourism industries, and to carrying out research designed to address the problems faced by these industries. PNG UNRE is committed to operating ethically and transparently, ensuring financial rigour, in all our transactions.

Responsibilities

- To line-manage the financial operation of PNG-UNRE
- Ensure the financial activities of the University are aligned to help the University achieve its objectives.
- Ensure all financial transactions are: prudent, ethically sound, accurate and performed in a timely manner
- Ensure that the University maintain reliable records of all financial transactions of its activities including; school fees & donor funds, salary and consultancies, and report to senior management on a timely manner.
- Facilitate and develop devolved budgets for each department and section within the University, through a transparent and fair planning process which is aligned to our strategic objectives.
- Coordinate and monitor the budget preparation
- Review and maintain all financial processes and internal mechanism including reconciliation, financial reporting, and preparation of accounts, financial statements Tender and procurement; and Report to every meeting of the Senior Management Team.

Essential requirements

- Significant finance management expertise with a proven record of successful project management within PNG
- Knowledge of public sector funding and regulations in PNG
- Demonstrable organizational skills, proven ability to meet deadlines
- Proven leadership qualities and the ability to work with a range of people
- An understanding of financial management and proven ability to keep within budget
- Excellent verbal and written communications skills.
- Experience of strategic planning

PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT

Desirable attributes

- A bachelor Degree in Accounting with Experience of working in a university
- An understanding of the Higher Education sector.
- Experience of working with donor funds, external partners and institutions
- Certified Practicing Accountant

Knowledge

- Public Financial Management Act
- Public Service Management Act
- Public Service Tenders and Procurement processes
- International Accounting Standard
- A range of accounting software products, including: industry standard databases for the management of asset registers, management information systems, bookkeeping and electronic financial records systems, financial statement compilers.
- PNG Tax Laws and Practices

Salary Range:

UNRE 14 [K95,437-K98, 937 -K10, 2859 – K10, 6040 –K10,9541-K11,3465-K11,6644] Plus appropriate DMA, gratuity@25% & other contractual allowances for Senior Contract Citizen Officer]

Applications must be labeled (Advert 1/2018) and should reach The Senior Assistant Registrar, Human Resource Management, PNG UNRE, PMB Services, Kokopo, East New Britain, Papua New Guinea by 9th of **March, 2018**.

For further information contact Human Resource Management by phone :(675) 987 1296 or email: jlowe@unre.ac.pg or rteko@unre.ac.pg

Only shortlisted applicants will be contacted for an interview after the closing date. If you do not hear from Human Resources Management within a month of the closing date, consider your application unsuccessful. PNG UNRE thanks you in advance for your interest in the University.

PRIORITY WILL BE GIVEN TO APPLICATIONS FROM CURRENT UNRE STAFF
UNRE is an equal opportunity employer and does not discriminate on the grounds of ethnicity, age or gender.

AUTHORIZED BY THE VICE CHANCELLOR

Professor John Warren

Date: