



## ADVERTISEMENT

### POSITION INFORMATION

Position Number: UNREEX 003  
Position Title: Pro Vice Chancellor - Administration and Planning  
Employee Class: Administrative  
Grade: PBSS 19

### JOB POSTING LOCATION

Section: Executive Services  
Department: Chancellery  
Location: PNG UNRE Vudal Campus  
Reports To: Vice Chancellor  
Supervised By: Vice Chancellor  
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 PNG UNRE is committed to developing a culture of high quality education and research. To this end, the University aims to develop its academic profile, and expend and modernise its infrastructure and management systems.

### Responsibilities

- Ensure that administrative and planning polices, processes and systems are aligned to facilitate the achievement of the University's objectives.
- Line-manage the University's administration sections which coordinate the overall budget, resources allocation and planning processes to ensure the optimal use of University resources.
- Ensure that the University has appropriate infrastructure to support its research, teaching and community engagement objectives.
- Lead the development of the strategic direction of the University's Service Divisions and;
- Ensure that appropriate plans are in place to support the strategic objectives of the University.

### Essential requirements

- Highly skilled managerial expertise with a strong track record of successful project management within PNG
- Knowledge of public sector funding and regulations in PNG
- Demonstrable organizational skills and proven ability to meet deadlines
- Proven leadership qualities
- An understanding of financial management
- Excellent verbal and written communications skills and;
- Experience of strategic planning

### Desirable attributes

- An appropriate degree or higher degree from a recognized institution
- Experience in similar leadership roles in a University setting
- An understanding of the Higher Education sector.
- Experience of working with external partners and institutions
- The ability to negotiate and attract additional funding from external sources

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- Past success in building and leading teams
- Proven project management skills

### **Salary Range:**

PBSS 19 [K93, 416-K98, 606-K10, 3795 – K10, 8985 –K11, 4175] 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 9<sup>th</sup> of **March, 2018**.

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

*UNRE is an equal opportunity employer and does not discriminate on the grounds of ethnicity, age or gender.*

### **Job description: PRO-VICE CHANCELLOR-ADMINISTRATION & PLANNING**

**Reporting to the Vice Chancellor, the Pro Vice Chancellor (Administration & Planning)** provides leadership to service divisions and brings a support-services perspective to strategic discussions in order to develop and expand the University's interest and brand. These divisions include: Bursary, Registry, Library and IT, Estates & Farms, and HR.

The responsibilities include:

- To deliver the University's Development Plan and ensure that the University has appropriate infrastructure to support its teaching, research, and community engagement objectives.
- Ensure that administrative and planning policies, processes and systems are aligned to facilitate the achievement of the University's objectives.
- To line-manage the overall budget, physical and human resources of the University,
- Oversee the welfare and wellbeing of our students and staff
- To ensure the University complies with all its legal obligations.
- To help develop the strategic direction of Service Divisions and ensure that appropriate plans are in place to support the strategic objectives of the University.
- Any other duties as assigned and directed by the Vice Chancellor

### **AUTHORIZED BY THE CHANCELLOR**

*Professor Kenneth Sumbuk*

*Date:23<sup>rd</sup> Feb,2018*