



POSITION INFORMATION

Position Number: UNRETH 002
Position Title: Tourism Course Coordinator
Employee Class: Academic
Grade: U2

JOB POSTING LOCATION

Department: Tourism
Location: PNG UNRE Vudal Campus
Reports To: Head of Department of Tourism & Business
Supervised By: Head of Department of Tourism & Business
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. We have a newly validated degree/diploma course in Sustainable International Tourism. We are looking for a dynamic person to lead this new course and establish our reputation for delivering quality teaching and training in tourism.

Responsibilities

- To develop and prepare tourism modules for the Tourism Diploma and Degree courses. This includes working with lecturers of other departments who will be teaching joint modules that complement the course.
- To deliver the first year module of the course “Introduction to Tourism”, as well as other modules as required. This encompasses, but is not limited to, conducting lectures, tutorials, seminars, and writing and grading student assessments.
- To write and submit course validation documents, as well as any further accreditations and reports that may be required by the University and external bodies.
- To identify and procure teaching resources required for the course. This includes identifying and recruiting additional teaching staff.
- To explore the potential to offer Tourism modules as standalone qualifications for those already employed in the local industry
- Overseeing administration of course.

Essential Requirements

- Hold a post-graduate degree in Tourism or a related field such as Business Management, Accounting, Economics and/or Marketing.
- At least five years’ experience in a variety of roles in the tourism industry – front office, sales, reservations, back office business management, marketing, networking, and human resource development.
- Experience of working in the PNG tourism industry
- Experience of working in the tourism industry in an overseas country.

- Previous teaching and/or training experience in Higher Education or industry.
- Excellent written and verbal communication skills
- Ability to work effectively with a wide range of stakeholders in a diverse community.
- Skill in organizing resources and establishing priorities.
- Ability to make administrative/procedural decisions and judgments.
- Ability to coordinate and organize meetings and/or special events.
- Ability to lead, train and interact with students, faculty and/or staff in a team environment.

Desirable attributes

- Established network of tourism industry stakeholders in PNG and overseas.
- Familiarity with visitor attractions and service providers in East New Britain.
- Excellent research skills and ability to gather and analyse statistical data and generate reports.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Knowledge of communication principles, media, and marketing techniques.

Salary: Salary Level Base

Salary Range: **U2**

CITIZEN	NON-CITIZEN
[K49,791-K51,618-K53,497-K55,324-K57,148-K59,028-K60,854] Plus appropriate DMA [K7065-K7324-K7592-K7850-K8109-K8377-K8635], Academic Teaching Allowance (ATA) [K13,896-K13,479-K13,050-K12,633-K12,216-K11,787-K11,370] & Gratuity at 25%	[K34,573-K35,841-K37,142-K38,410-K39,677-K40,982-K42,250] Plus appropriate IMA [K44,421-K43,369-K42,316-K41,263-K39,825-K38,387-K36,950] & Gratuity

Applications must include a covering letter, CV, copies of Supporting documents, Reliable Contact details and or Skype ID; must be labelled (Advert and should reach The Senior Assistant Registrar, Human Resource Management, PNG UNRE, PMB Services, Kokopo, East New Britain, Papua New Guinea by **20th 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: