



ORGANIZATIONAL STRUCTURE

Made pursuant to
The Innovative University of Enga Act 2022

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PROLOGUE

The Organizational Structure of the Innovative University of Enga (IUE) includes a governing body, academic and administrative framework, and functions of various faculties, departments, service rules, procedures, recruitment, promotional policies, and grievance redressal mechanism.

The Innovative University of Enga has a well-defined organizational structure to ensure efficient governance, leadership, and management through effective and transparent decision-making processes to ensure the quality of research, learning, and teaching delivery.

The central bodies and persons that have been constituted under its Act of 2022 to formulate and execute policies and strategic plans based on its vision, mission, and objectives to manage all activities of the University are the following:

1. The Innovative University of Enga Council
2. The Office of the President
3. The Academic Board
4. The Executive Leadership and Management Board
5. Four Divisions:
 - i. Academic Division administrated by the Vice President for Academic Affairs;
 - ii. Research and Innovation Division administrated by the Vice President for Research and Innovation;
 - iii. Students Administrative Services Division administrate by the Vice President for Students Administrative Services; and
 - iv. Administration Division administrated by the Vice President for University Administration.

The *Innovative University of Enga Act 2022* provides for Bye-Laws and policies framework and direction for the functioning of the University. The roles and responsibilities of various bodies are also clearly defined to ensure transparency and accountability to achieve University's vision, mission and objectives.

In addition, each Faculty has a Faculty Board, including students and staff members, for carrying out various activities to ensure efficient and accountable functioning through decentralized management.

External expert members are part of the University Council to provide an unbiased broader perspective, transparency, and experience.

Professor Dr. Benedict Yaru, Ph.D. (UTS).
Chairperson, IUE Council

I. INFORMATION ABOUT THE INNOVATIVE UNIVERSITY OF ENGA

1. LOCATION

The Innovative University of Enga is located in Wabag Town, Enga Province. It has four physical sites: The Faculty of Education, Faculty of Medicine and Health Sciences, Department of Nursing, and Faculty of Business, Economics and Informatics. The offices of the University's President, Vice Presidents, Bursa, and Registrar are based at the campus of the Faculty of Business, Economics, and Informatics.

2. LEGAL STATUS

The ***Innovative University of Enga Act 2022***, No. 44 of 2022, is an Act that provides for establishing and incorporating the Innovative University of Enga for higher education purposes. The National Parliament of Papua New Guinea made it on July 19, 2022.

3. MOTTO

The Innovative University of Enga motto is: **Aut viam inveniam aut faciam.**

The meaning of the Latin phrase, "Aut viam inveniam aut faciam" is "***I shall either find a way or make one.***" it was made famous by the Carthage general Hannibal. He coined the term when he made the impossible journey over the Alps on elephants and used them to attack the Italian Peninsula in the Second Punic War.

All great history has drama. It is forged by leaders leading groups through challenges. Nevertheless, the greats never give up. Nowhere is this better demonstrated than in the persistence of Hannibal, whose invasion of Rome required him to pass two impassable mountain ranges. When advised that he could not do that, he counseled his generals: I shall either find a way or make one.

The Innovative University of Enga is committed to investing its time to focus on what needs to be done to "find a way or make one" to achieve its desired educational outcomes. The University is dedicated to finding through research innovative ways of teaching and learning so graduates of IUE will have the necessary skills and sound ethical values entrenched in Christen Faith to overcome life challenges. They will be equipped with the knowledge to make them succeed. They will have the intellectual capacity to find a way to succeed, or we will make one.

4. LOGO



This design is inspired by a gear structure that performs the transmission of power in any mechanism in the specific mechanical sense of parts by which a motor communicates motion. The Innovative University of Enga refers to the transmission of knowledge that moves staff and students to find a way or make one.

The design is composed of a figure consisting of four bows with a small semicircle in the middle, forming a structure similar to an entrance that symbolizes a door to IUE that opens the way to knowledge, research, and innovation in the future.

The design also refers to the importance of the single parts (individuals) of an engine in the University and later in society, fulfilling its function to make the system in the University and the country function.

The color choice is blue because it relates to technology, efficiency, and long-lasting, and that reinforces the concepts and values that a technological university wants to transmit. The second color is gold to put emphasis on the quality, prestige, and high standards-focused institution.

5. VISION

The Innovative University of Enga's vision aspires to have a transformative impact on society and sustainable development by providing high-quality, internationally recognized academic programmes which focus on developing professional skills promoting employability and continual innovation in education, research, creativity, and entrepreneurship.

6. MISSION

The mission of the Innovative University of Enga is to create a transformative educational experience for students focused on deep disciplinary knowledge; problem-solving; leadership, communication, and interpersonal skills; and personal health and well-being.

To cultivate a transformative and innovative impact, the University community is committed to the following:

1. Attracting and retaining diverse, world-class talent;

2. Creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish;
3. Ensuring individuals can achieve their full potential;
4. Becoming the leading responsible and sustainable higher education institution that effectively combines online learning with face-to-face instruction;
5. Contribute to academic research and professional practice which serves the interests of the local communities and the country in which the University is present and the broader global environmental agenda; and
6. Impact society in a transformative way: regionally, nationally, and globally by engaging with partners outside the traditional borders of the University campus.

7. CORE VALUES

1. **Dedication:** reflected in our distinctive work ethic entrenched in Christian Faith and in our commitment to excellence.
2. **Impact:** reflected in our commitment to address critical issues facing society regionally, nationally and globally.
3. **Collaboration:** reflected in our interdisciplinary approach, our focus on internal and external partnerships and our capacity to create new fields of inquiry.
4. **Innovative thinking and Creativity:** reflected in our openness to new ideas and forms of expression, intellectual curiosity, willingness to take risks and entrepreneurial spirit.
5. **Empathy and compassion:** reflected in our Christian Faith on improving the human condition and on the personal development of the members of our community.
6. **Inclusion:** reflected in a culture and climate that seeks, welcomes and advances talented minds from diverse backgrounds.
7. **Professionalism and Diligence:** reflected in our adherence to the highest ethical standards in academic integrity, personal and professional behavior, and in our commitment to transparency and accountability in governance, leadership, management and everything we do.
8. **Sustainability of Resources:** reflected in our shared commitment to lead by example in preserving and protecting our natural resources, and in our approach to responsible financial planning.

8. ACADEMIC QUALITY

1. The Innovative University of Enga is committed to maintaining national and international academic standards, enhancing the quality of teaching, learning, and research offered while providing a unique student experience.
2. The professionalism and creativity of our faculties, individually and collectively, make a vital contribution to enhancing the student experience. Student engagement is promoted through active learning, student-centered activities, dynamic discussions, and continuous feedback and support.

9. GOVERNANCE PRINCIPLES AT THE INNOVATIVE UNIVERSITY OF ENGA

The governance at the Innovative University of Enga has eight elements: participatory, students-oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive, and follows the rule of law.

1. Rule of Law: It is important for the Innovative University of Enga to comply with all the regulatory and legal frameworks that are applicable in the University. Along with compliance with the existing laws and policies, the University has in an internal legal framework to protect all staff, students and stakeholders. The University will always work on developing new policies, keeping records, formats for reports, trip and field reports and internal minutes.

2. Transparency: An important element of good governance is transparency, which simply means that all information pertaining to the Innovative University of Enga shall be easily and freely available. Our reports, information related to IUE Council members, partners, donors etc. will be always accessible to relevant stakeholders. The University will also publicize on the University's website activities to enhance our visibility and promote public trust.

3. Responsive: Another element of good governance is being responsive. The University has necessary policies that allow us to take necessary decisions in a timely and thoughtful manner.

4. Consensus Oriented: All decisions within the University shall be taken only after consultation from various stakeholders and necessary frameworks is adopted to ensure consensus from all Council members and the Executive Management Team.

5. Accountability: Accountability is a very large term and encompasses several issues of the Innovative University of Enga. At the University, we included organizational management structure, financial procedures, human resource policies etc. The Innovative University of Enga has four Divisions taking full responsibility for academia, research, administration, students services and timely reporting

6. Participatory: Good governance at the University requires participation from staff, students all stakeholders in decision making. Participation ensures that there is freedom of expression, collaboration and respect among decision-makers.

7. Equity and Inclusiveness: Good governance at the University is based on the principles of Christian Faith, equity and inclusiveness, which implies that policies and frameworks of our University facilitate an equal opportunity to its staff and students irrespective of age, gender, culture differences.

8. Effectiveness and Efficiency: All the processes as per the Organizational Structure within the University will help in enhancing effectiveness and efficiency of our services. The various policies such as Academic polices, Human Resources polices,

Financial policies and Communication policy will enhance the overall performance of the University.

II. THE INNOVATIVE UNIVERSITY OF ENGA ORGANIZATIONAL STRUCTURE

Although different universities have different organizational structures, a few major components are relatively constant. A university has four sides to its affairs: The University Council, which is the University's governance, the executive, research, and academics. The chain of command on the executive side starts with the University Council and moves down through the President, the Vice Presidents, the Deans, and finally, the managers. The academic side's highest authority is the Academic Board, followed by the Deans and Department Heads. Finally, the Executive Leadership and Management Board is the executive side's highest authority.

1. UNIVERSITY COUNCIL – GOVERNANCE

The University Council has the power of general supervision over the University. It is responsible for oversight and ensuring that the corporate governance of the University is effective. Council does not manage the University directly; it oversees management. In this context, corporate governance of the University is defined as:

The framework of rules, relationships, systems, and processes by which the University is directed, controlled, and held to account and whereby authority within an organization is exercised and maintained. It encompasses authority, accountability, stewardship and leadership, and direction and controls exercised in any organization.

2. President

The President is the Chief Executive Officer of the University. She/he oversees all of a University's programmes and provides leadership for the entire managerial, research, and academic staff. The President is also responsible for achieving the vision, mission, and objectives set for the University by the University Council.

3. VICE PRESIDENTS

The President is almost always supported by Vice Presidents who specialize in different areas of University operations, such as research, learning and teaching, campus development, fundraising, finance, communications, and marketing. They serve as high-level managers of their divisions and are responsible to the President for accomplishing their divisions' vision, mission, and objectives. In addition, the Vice Presidents, with other executive staff, form the Executive Leadership and Management Board as an advisory council for the President to consult on issues of University governance, research, academia, and planning.

4. EXECUTIVE LEADERSHIP AND MANAGEMENT BOARD

The Executive Leadership and Management Board shall be the executive body of the University and shall, subject to the provisions of the Act, By-laws and the Statutes

assist the University President in administering the affairs and management of the University.

Authorities and duties of the Executive Leadership and Management Board:

1. The Executive Leadership and Management Board shall be the executive body of the University and shall, subject to the provisions of the Act, By-laws, and the Statutes, administer the affairs and management of the University.
2. Without prejudice to the generality of the foregoing powers, and subject to the provisions of Act, By-laws, the Statutes and directions of the Council the Executive Leadership and Management Board shall have the following powers:
 - a. To consider the annual report, the annual and revised budget estimates and to submit these to the Council;
 - b. To transfer and accept transfer of movable property on behalf of the University;
 - c. To enter into, vary, carry out and cancel contracts on behalf of the University;
 - d. To cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
 - e. To invest any money belonging to the University, as approved by the Council, including any unapplied income, the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
 - f. To receive and manage any property transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made to the University;
 - g. To administer any funds placed at the disposal of the University for specified purposes;
 - h. To provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
 - i. To establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;
 - j. To recommend to the Council affiliation or disaffiliation of campuses;
 - k. To recommend to the Council admission of educational institutions to the privileges of the University and withdraw such privileges;
 - l. To arrange for the inspection of colleges and the departments;
 - m. To institute Professorships, Associate Professorships, Assistant Professorships, Lectureships, and other teaching posts or to suspend or to abolish such posts;
 - n. To create, suspend or abolish such administrative or other posts as may be necessary;
 - o. To prescribe the duties of officers, teachers and other employees of the University;
 - p. To report to the Council on matters with respect to which it has been asked to report;
 - q. To appoint members to various Authorities in accordance with the provisions of the Act;

- r. To propose drafts of By-laws and Statutes for submission to the Council;
- s. To regulate the conduct and discipline of the students of the University;
- t. To take actions necessary for the good administration of the University in general and exercise such powers as are necessary;
- u. To delegate any of its powers to any Authority or officer or a committee though the power to delegate cannot be delegated to those being delegated such; *and*
- v. To perform such other functions as have been assigned to it by the provisions of the Act or may be assigned to it by the By-laws or the University Council.

5. ACADEMIC BOARD

The Academic Board is in charge of the academic operations of the University. The Academic Board shall be the principal academic body of the University. It shall, subject to the provisions of the Act and the Council, have the power to lay down proper standards of instruction, research, and examinations and to regulate and promote the academic life of the University. It proposed to the University Council creation of Faculties, Departments, research chairs, and other positions. Its spending is limited by approval from the University Council, but it is otherwise mostly autonomous.

Powers and functions of the Academic Board:

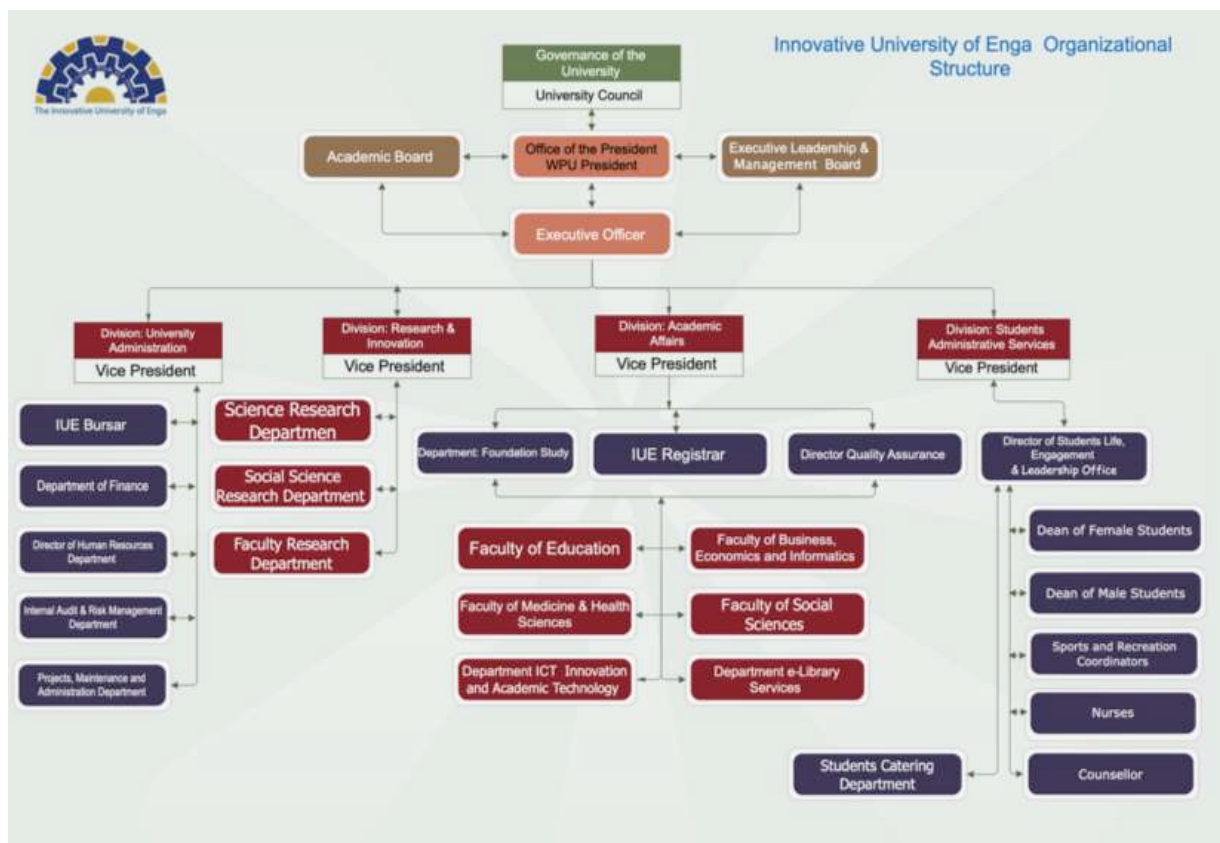
1. The Academic Board shall be the principal academic body of the University and shall, subject to the provisions of the Act and the Council, have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University and its campuses.
2. Without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act and the By-laws and Statutes, the Academic Board shall have the power to:
 - a. Approve the policies and procedures pertaining to the quality of academic programmes;
 - b. Approve academic programmes;
 - c. Approve the policies and procedures pertaining to student related functions including admissions, expulsions, discipline, examinations and certification;
 - d. Approve the policies and procedures assuring quality of teaching, learning and research;
 - e. Recommend to the Council policies and procedures for affiliation or amalgamation of other educational institutions;
 - f. Propose to the Executive Leadership and Management Board schemes for the constitution and organization of Faculties, teaching departments and boards of studies;
 - g. Appoints exam paper setters and examiners for all examinations of the University after receiving panels of names from the relevant authorities;
 - h. Institute programs for the continued professional development of University Lecturers at all levels;

- i. Recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
- j. Regulate the award of studentships, scholarships, exhibitions, medals and prizes;
- k. Frame Regulations for submission to the Council;
- l. Prepare an annual report on the academic performance of the University; and
- m. Perform such functions as may be prescribed by Regulations or the Council.

6. DEANS

The Deans of the University each head a single academic unit titled Faculty. Deans are responsible for academic programmes on all campuses or groups of academic Departments. Their duties are academic and administrative, and they are encouraged to conduct research and teach students.

7. IUE Overall Organizational Structure



Effective policy implementation requires University administration to consider several factors, including how the organization should be structured to put the policy into effect. Since all policies are to be implemented by the employees and students of the University organization in one form, or another, the structure of the University organization defines the positions and the role of employees at various levels with regard to such implementation to serve students. The organizational structure involves

the arrangement of activities and the assignment of personnel to these activities in order to achieve the organizational goals in an efficient manner. It is a way by which various parts of a University organization are tied together in a co-ordinate manner, and it illustrates the various relationships among various functions of the Innovative University of Enga administration. In general, the Innovative University of Enga's organizational structure refers to how individuals and groups are arranged concerning the task they perform, as illustrated above.

III. Governance of the University

The *Innovative University of Enga Act, 2022* established the University and sets the boundaries for what it can do. The *IUE Act* also stated what specific governance bodies, such as the University Council, the Executive Leadership and Management Board, or the Academic Board, can do.

Council's responsibilities include ensuring that IUE is compliant with all the laws of Papua New Guinea, from the Constitution, the *IUE Act 2022*, the *Higher Education (General Provisions) Act 2020*, the *Public Finance (Management) (Amended) Act 2019*, the *Public Services (Management) Act 1995* and to specific regulations. The President, Vice Presidents, and senior managers need to ensure that all laws are complied with in their areas of responsibility, for example, academic requirements, financial policies, and labor laws regarding human resources management.

The governing body and each of its members are aware of and observe an essential distinction between governance and management responsibilities.

The governing body, which is the University Council, reviews the performance of management but never step in to take over the functions of management, such as intervening in decisions. However, it may review management decisions and make suitable comments, suggestions, and formal recommendations.

The *Innovative University of Enga Act, 2022*, Section 11 articulates the functions of the University Council, and Section 12 states the powers of the University Council.

The University Council has a Council Governance Manual to guide it during the process of governance of all affairs of the University.

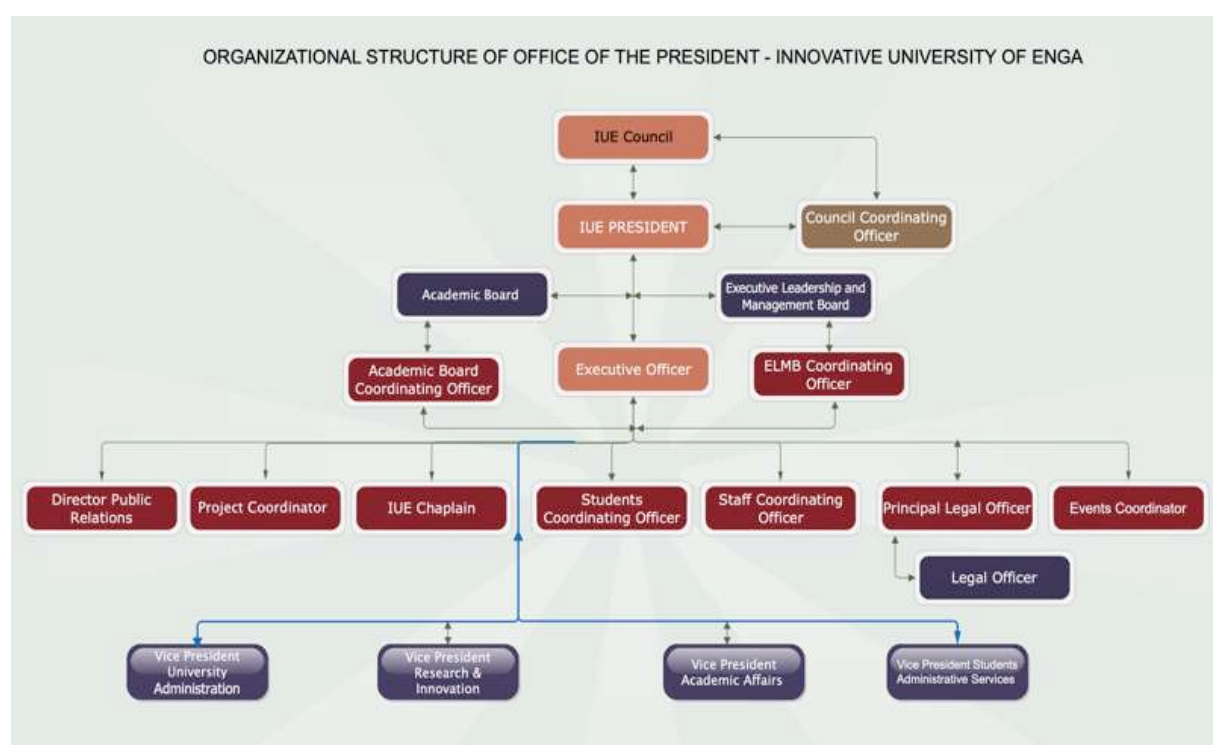
IV. PRESIDENT'S OFFICE OF THE INNOVATIVE UNIVERSITY OF ENGA

PRESIDENT OF THE UNIVERSITY

The *Innovative University of Enga Act 2022*, states: There shall be a President of the University who shall be an eminent academic or a distinguished administrator and shall be appointed by three-fourths, by the Council on such terms and conditions as may be prescribed in the University's By-laws.

The President shall be the Chief Executive Officer of the University responsible for all administrative, academic and financial functions of the University and for ensuring that the provisions of the Act, By-laws, Statutes, Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the University. The President shall have all powers prescribed for this purpose, including administrative control over the officers, teachers and other employees of the University.

The Office of the Innovative University of Enga President has the following Organizational Structure.



Ref. No.	DESIGNATION	GRADE	AWARD POSITION	HISTORY
IUEEX001	IUE President Chief Executive	24	IUEC	New Position
IUEEX002	Executive Officer	14	IUEC	New Position
IUEEX003	Council Coordinating Officer	14	IUEC	New Position
IUEEX004	Academic Board Coordinating Officer	14	IUEC	New Position
IUEEX005	ELMB Coordinating Officer	13	IUEC	New Position
IUEEX006	Director Public Relations	15	IUEC	New Position
IUEEX007	Project Coordinator Academic Strategy and Planning	17	IUEC	New Position
IUEEX008	IUE Chaplain	16		
IUEEX009	Students Coordinating Officer	13	IUEC	New Position
IUEEX010	Staff Coordinating Officer	13	IUEC	New Position
IUEEX011	Principal Legal Officer	18	IUEC	New Position
IUEEX012	Legal Officer	17	IUEC	New Position
IUEEX013	Events Coordinator	14	IUEC	New Position

JOB DESCRIPTION - IUE PRESIDENT

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX001
OFFICE: PRESIDENT	DESIGNATION/CLASSIFICATION: OFFICE OF THE PRESIDENT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) IUE PRESIDENT- CHIEF EXECUTIVE OFFICER	
BRANCH: N/A	REPORTING TO: University Council	
SECTION: OFFICE OF THE PRESIDENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

OFFICE OF: THE IUE PRESIDENT

REPORTS TO: IUE Council

ORGANISATIONAL RELATIONSHIP:

- **Supervises:** Director Public Relations, Council Coordinating Officer, Academic Board Coordinating Officer, Executive Leadership and Management Board (ELMB) Coordinating Officer, Staff Coordinating Officer, Students Coordinating Officer, Executive Officer, IUE Chaplain, Principal Legal Officer and Legal Officer.
- **Coordinates with:** Vice Presidents, Academic, Research, Administrative and Finance Divisions.

PURPOSE

The President is the Chief Executive Officer of the Innovative University of Enga (IUE). He/she plans and directs the work of the University in accordance with the University vision, mission and purposes.

He/she is appointed by the Council and serves for a term of four (4) years and may be re-appointed.

DIMENSIONS

In accordance with the *IUE ACT 2022*, Part IV, Section 29, 30, 31 and 32 the President shall:

- (a) There shall be a President of the University who shall be an eminent academic or a distinguished administrator and shall be appointed by three-fourths, by the Council on such terms and conditions as may be prescribed in the University's By-laws.
- (b) The President shall be the Chief Executive Officer of the University responsible for all administrative, academic and financial functions of the University and for ensuring that the provisions of the Act, By-laws, Statutes, Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the University. The President shall have all powers prescribed for this purpose, including administrative control over the officers, teachers and other employees of the University.
- (c) The President shall, if present, be entitled to attend any meeting of any Authority or body of the University.
- (d) The President may, in an emergency that in her/his opinion requires immediate action ordinarily not in the competence of the President, take such action and forward, within seventy-two hours, a report of the action taken to the members of the Emergency Committee of the Council, to be set up by Statute. The Emergency Committee may direct such further action as is considered appropriate.

PRINCIPLE ACCOUNTABILITY

- (1) The President shall preside at the convocation of the University in the absence of the Chairperson.
- (2) The President shall present an annual report before the Council within three months of the close of the academic year. The annual report shall present such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to:
 - i. academics;
 - ii. research;
 - iii. administration; *and*
 - iv. finances
- (3) The President's annual report shall be made available, prior to its presentation before the Council, to all officers and University lecturers and shall be published in such numbers as are required to ensure its wide circulation.

MAJOR DUTIES

(1) The President shall also have the following powers, namely:

- i. To direct lecturers, officers and other employees of the University to take up such assignments in connection with examination, administration and such other activities in the University as she/he may consider necessary for the purposes of the University;
- ii. To sanction by re-appropriation an amount not exceeding an amount prescribed by the Council for an unforeseen item not provided for in the budget and report it to the Council at the next meeting;
- iii. To make appointments of such categories of employees of the University and in such manner as may be prescribed by the By-laws or Statutes;
- iv. To suspend, discipline and remove, in accordance with prescribed procedure, from service officers, teachers and other employees of the University except those appointed by or with the approval of the Council;
- v. To delegate, subject to such conditions as may be prescribed, any of his powers under this Act to an officer or officers of the University; *and*
- vi. To exercise and perform such other powers and functions as may be prescribed.

NATURE AND SCOPE

Internal:

Supervises: Vice Presidents, Director Public Relations, Council Coordinating Officer, Academic Board Coordinating Officer, Executive Leadership and Management Board (ELMB) Coordinating Officer, Staff Coordinating Officer, Students Coordinating Officer, Executive Officer, IUE Chaplain, Principal Legal Officer and Legal Officer.

Coordinates with: Academic, Research, Administrative and Finance Divisions

External:

Cooperates with the Ministry of Higher Education, Research, Science and Technology, the Department for Higher Education, Research, Science and Technology, parents of IUE students, sponsors, donors and public at large.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Master's Degree or above (Doctorate)
- b. Knowledge – of all aspects of managing an organisation including human resource management, asset management, financial management.
- c. Skills – Computer literate (MSWord, Excel, email, Access); people skills; knowledge of or experience in the PNG Culture; visionary; able to motivate and inspire the University community in attainment of the University's vision, mission and objectives; ability to adapt quickly and make decisions that are in the best interest of the University; understanding of non-profit institutions and how to move forward in a difficult or threatening economic climate; ability to

network and liaise; record of community service; forward thinking; goal oriented; energetic; honest; committed.

- d. Work Experience – Experience leading an organisation, preferably a tertiary, educational, non-profit institution. Proven track record of building organisations and development.

EXECUTIVE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX002
OFFICE: Of the IUE President	DESIGNATION/CLASSIFICATION: EXECUTIVE OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	
SECTION: EXECUTIVE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUEACT 2022	New Position	New Position

DEPARTMENT: OFFICE OF THE PRESIDENT

Reports to: President

Coordinates with: Director Public Relations, Council Coordinating Officer, Academic Board Coordinating Officer, ELMB Coordinating Officer, Staff Coordinating Officer, Students Coordinating Officer, Chaplain and Principal Legal Officer.

PURPOSE

The Executive Officer provides administrative support to the President. He/she assists the President in coordinating her/his daily business and preparing correspondence and reports.

He/she is appointed by the President for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES:

1. Gathers information required by the President to assist with University planning
2. Assists the President in preparing reports required of the office, particularly for meetings such as ELMB, Council and Department of Higher Education, Research, Science and Technology.
3. Handles special projects assigned by the President and the ELMB, including preparation of funding proposals.
4. Can be asked to serve as Secretary at particular meetings, including ELMB
5. Facilitates the flow of correspondence and business and action requests to and from the President's office.
6. Prepares the yearly budget of the office in accordance with the guidelines and policies issued by the Vice President University Administration.
7. Prepares quarterly and annual reports on the office activities and such other reports as may be required by the President, ELMB or Council
8. Performs other functions that may be assigned or delegated by the President

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Bachelor's Degree in Management or relevant degree.
- b. Knowledge – in cooperating with people in the accomplishment of tasks; ability to work as a part of a team.
- c. Skills – ability to plan and organise meetings and workshops; people skills; ability to write professional business correspondence; fluent English speaker/writer; proven team work skills; customer service work ethic; computer skills (MS Word, Excel, Access, email).
- d. Work Experience – Minimum of 2 years in management or related field.

COUNCIL COORDAINING OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEX003
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: COUNCIL COORDAINING OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY CHAIRPERSON THROUGH THE OFFICE OF UNIVERSITY PRESIDENT	
SECTION: COUNCIL COORDAINING OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: Council Coordinating Officer

ORGANISATIONAL RELATIONSHIPS

Reports to:	President
Supervises:	Non
Coordinates with:	Vice President Academic Affairs, Registrar, Vice President Research and Innovation, Vice President Students Administrative Services, Faculty Deans.

PURPOSE

The Council Coordinating Officer provides professional services to the Council in support of the Innovative University of Enga motto, vision, mission and objectives. The Council Coordinating Officer is responsible for the administrative oversight of the Chairperson of the IUE Council. The Council Coordinating Officer provides outstanding service, fiscal, clerical and general office assistance for the IUE Council. This position provides executive level administrative, technical and operational support in the management of IUE Council affairs. The diverse duties of the Council Coordinating Officer are performed independently in an environment requiring the use of good judgment, initiative, discretion and confidentiality. The Council Coordinating Officer interact with Chairperson of the IUE Council, the President, Council members, the administrative leadership team, students, faculty, staff, as well as member of the public and must present the highest level of professionalism and integrity at all times.

DUTIES AND RESPONSIBILITIES:

1. Prepare and assemble official Council meeting agenda and all supporting documentation for each Council meeting; including finalize meeting minutes, maintain agenda history files, Council members attendance records and Council members database, as well as monitor and enforce deadlines for upcoming IUE Council meeting agenda items.
2. Assist to create the Council meeting agenda, format and distribute all backup agenda materials, draft meeting minutes, maintain Council history files, monitor and enforce deadlines for upcoming Council agenda items.
3. Manage and maintain the IUE Council's calendar.
4. Monitor, screen, respond to, and distribute incoming correspondence including email communications.

5. Arrange and confirm travel accommodations, submit travel requests, prepare travel vouchers and reimbursements.
6. Monitor IUE Council budget, supply requisitions, as well as submit Council requests for reimbursements.
7. Oversee preparation of meetings, including scheduling, documentation preparation, agenda e-publishing, documenting meeting minutes and arranging refreshments.
8. Liaise with internal and external stakeholders at all levels.
9. May assist in planning Council and University special events including commencement ceremonies.
10. May supervise work-study as a temporary staff.
11. Provide service excellence through courteous, informed, accessible and professional engagement.
12. Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Bachelor’s Degree in Communication Arts or Management or relevant degree.
- b. Two years of experience supporting an executive leader is preferred, as is two years of clerical and/or administrative experience in higher education, a law office, or a government agency.
- c. Council Coordinating Officer must be able to demonstrate the following:
 1. The highest degree of integrity;
 2. The ability to effectively communicate in a professional diplomatic, empathetic and tactful manner using the preferred method and level applicable to the job;
 3. To be a highly motivated team player able to develop and maintain collaborative relationships inside and outside of the University;
 4. The ability to plan, schedule and organize tasks to achieve goals within or ahead of established time frames;
 5. The ability to be flexible and supportive, react swiftly to and be able to positively and proactively assimilate change in a rapid growth environment; To be able to personally provide high level interactive services to others, address identified needs and respond accordingly.
- d. The Executive Assistant must work well with students, faculty and staff at all levels within a diverse, multi-cultural, collaborative environment.

ACADEMIC BOARD COORDINATING OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX004
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OFFICE: Of the IUE President	DESIGNATION/CLASSIFICATION: ACADEMIC BOARD COORDINATOR
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE of the IUE PRESIDENT
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT
SECTION: ACADEMIC BOARD COORDINATOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: ACADEMIC BOARD COORDINATING OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to: President

Supervises: Non

Coordinates with: Vice President Academic Affairs, Vice Present Research & Innovation, Registrar, Vice President Students Administrative Services, Faculty Deans.

PURPOSE

Academic Board Coordinating Officer is responsible for managing the flow of information related to the academic and research affairs of the University. She/he deal with all the correspondence coming from the Academic Board addressed to the President and from the President to the Academic Board.

In addition to these duties, she/he may also assist in student admissions, advising students on President's views related to student life.

Academic Board Coordinating Officer works closely with faculty members and administrators to ensure that all aspects of the University's academic programmes are running smoothly and provides quarterly reports to the President.

DUTIES AND RESPONSIBILITIES

The Academic Board Coordinating Officer has a wide range of responsibilities, which can include:

1. Monitoring student progress and recommending to the President appropriate adjustments to ensure academic success.
2. Upon the advice of the President, she/he provides advice and guidance to students regarding their academic progress.
3. Participating in faculty meetings, workshops, and other events that support student learning and development.
4. Creating and updating student records in President's office, including academic programmes schedules and class rosters.
5. Managing the President's advising programs for students to ensure that students receive quality advising services that meet their needs.
6. Working with academic departments to develop academic programmes schedules and monitor student attendance in classes as instructed by the President.
7. Working with faculty members to ensure that classes have adequate staffing and materials needed for instruction and reports to the President.

REQUIREMENTS AND QUALIFICATIONS:

- a. Academic Board Coordinating Officer should be holder of a Master's Degree in higher education, education administration, educational administration or a related field.
- b. Training & Experience: Academic Board Coordinating Officer receives on-the-job training in the form of an orientation period with a new employer. During this period, she/he will learn about the University's policies and procedures, including how to use the University's computer systems and software.
- c. Strong Communication Skills: Communication is the act of conveying information through speech, writing or other methods. As an academic coordinator, she/he will be responsible for communicating with faculty, students and other staff members. Strong communication skills will help to convey information clearly and answer questions.
- d. Excellent Organizational Skills: Academic coordinator has to have excellent organizational skills, which will help her/him to manage the workload and stay on top of deadlines. Being able to prioritize tasks and delegate responsibilities to others can also be a valuable skill for an academic coordinator.
- e. Strong Time Management Skills: Time management is the ability to plan and execute tasks in a timely manner. As an academic coordinator, she/he may be responsible for scheduling and overseeing the completion of multiple tasks each day. Having strong time management skills will help to complete duties on time and ensure that academic coordinator meets the needs of the team.
- f. Problem-solving: As an academic coordinator, will be responsible for assisting in scheduling of classes, managing student enrolment and ensuring that all classes have the necessary faculty members. This will involve a great deal of planning and problem-solving to ensure that all of the necessary components are in place.
- g. Teamwork: As an academic coordinator, often work with many different people to ensure the success of University's departments. Being able to work with others and understand the importance of teamwork will help to be an effective leader.

ELMB COORDINATING OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX005
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: ELMB COORDINATOR	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	
SECTION: ELMB COORDINATOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: ELMBCOORDINATING OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to:	President
Supervises:	Non
Coordinates with:	Vice President Academic Affairs, Registrar, Vice President Students Administrative Services, Vice President University Administration and Vice President Research & Innovation.

PURPOSE

President's ELMB Coordinating Officer solicits agenda items from members by Friday of previous week; approved agenda distributed via email by Monday of the week of the meeting and available to all ELMB members at the Intranet folders; minutes recorded and approved at the following meeting; approved minutes are distributed to members of the IUE ELMB.

PRINCIPLES:

1. Advisory to President; does not set policy
2. Open and honest deliberation
3. Professional, constructive conversations
4. Trust and mutual support and respect for other members
5. Respect everyone's right to dissenting viewpoint
6. Ensure strong communication and dissemination of information to campus constituencies

DUTIES AND RESPONSIBILITIES

Provides a forum for communication, administrative updates, and discussion of key topics affecting the university.

1. Plays a major role in providing advice, information, and guidance to the President.
2. Recognizes campus members who have contributed in extraordinary ways to the University (special recognition).
3. Provides for the President's reports on current developments, issues of interest to campus, strategic directions (e.g., external developments; ELMB topics; legislative, national matters).
4. Distributes a list of brief descriptions of current activities and events prepared by the director of public information.
5. Discussion of major topics and issues impacting many on campus; discussion, debate, and follow up (suggested for placement on agenda); forum for communication and coordination regarding major campus initiatives (routine events and activities should be included in the list provided by the public information director).
6. Round table reports on developments, events, and activities (non-agenda items).
7. Visitors may identify problems or issues, raise questions about topics, and/or make suggestions (suggested for agenda).
8. Discussion and reports on University's strategic planning; input provided on cornerstone goals and strategic goals; review and provide input to major strategic plans of the University that are currently not shared.
9. Assist the President to appoint subcommittees as needed to investigate specific questions and to provide recommendations.
10. Allows for the membership to report back to respective constituency groups through scheduled meetings and/or distribution of ELMB minutes.

REQUIREMENTS AND QUALIFICATIONS:

- a. Associate degree required; Bachelor's degree preferred with a major/minor in business management or a related field;
- b. 1-3 years of professional experience required.
- c. Excellent customer service skills including dealing with difficult customers and conflict management.
- d. A good command of Microsoft Office.
- e. The ability to multitask, work in a fast-paced environment, and effectively deal with change.
- f. The ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with staff, and students' services.
- g. The ability to establish and maintain collaborative, effective working relationships with team members, Council members, directors and the public.
- h. Problem solving skills, judgment, decisiveness, and creativity in evaluating information.
- i. The ability to think critically.
- j. The ability to write effectively and efficiently.
- k. The ability to work as an individual and as part of a team.
- l. Must have excellent time management skills and be efficient and organized with a high level of attention to detail.

DIRECTOR FOR PUBLIC RELATIONS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX006
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: PUBLIC RELATIONS	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	
SECTION: PUBLIC RELATIONS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT: OFFICE OF THE PRESIDENT

Reports to: President

Coordinates with: Faculty Deans, Vice Presidents, Council Coordinating Officer, Academic Board Coordinating Officer, ELMB Coordinating Officer, Staff Coordinating Officer, Students Coordinating Officer, IUE Chaplain, Principal Legal Officer and Events Coordinator.

PURPOSE

The Director ensures the quality and consistency of and adherence to the University's brand and strategic plan when developing and overseeing marketing and public relations initiatives. To direct participates in the development of materials for and the oversight of IUE's Customer Relationship Management System. The director serves as the primary daily contact for brand awareness and strategy, issues management, and media relations, acts as the University spokesperson, and maintains relationships with key local, regional and national media. The success of this position ultimately depends on an ability to develop strong relationships, especially in the areas of enrolment marketing and recruitment. The director is responsible for leading the Office of University Public Relations and reports to the President.

DIMENSIONS

The Director for Public Relations will set and guide the strategy for all, marketing, digital communications and public affairs strategies. The Director for Public Relations will be responsible for planning and managing all communications messaging and activities, and building external relationships with all IUE's stakeholders. The Director will work partner with senior colleagues within the University on a variety of strategic initiatives and collaterals to support IUE motto, vision, mission and objectives.

DUTIES AND RESPONSIBILITIES

1. The Director will plan, implement and lead a global, integrated communications strategy for IUE that presents a consistent, compelling, and accurate account of the people and programs of the university to relevant audiences in the PNG and around the world. The content of communications will include written and spoken text, video, and other forms. The channels of communications will include live and remote presentations to live audiences, the IUE web site, traditional media, social media, and other forms.
2. Maintain effective administrative systems to ensure that accurate and attractive content is captured, developed, and presented consistently and efficiently using channels that will have maximum impact for each unit of time and money invested (often by presenting the same content through multiple channels).
3. Work with colleagues at IUE to ensure that IUE's messages harmonize with and advance IUE's overall communications strategy about its distinctive qualities starting with its global network, and to create new opportunities to tell IUE's story in PNG and with key influencers across the international community.
4. The Director will serve as the spokesperson for the University. Day to day responsibilities.
5. Supervises all university communications accounts and activities; assure the meeting of departmental financial goals; and, maintains and develops staff.
6. Supports leadership communications.

7. Oversees the development and execution of public affairs, marketing, digital communications, social media and other communications strategies and programs to increase the visibility of the people and programs of the University.
8. Work with faculty to implement outreach strategies in support of their respective academic activities.
9. Supervises the writing of and edits press releases, articles, fact sheets, and backgrounders; cultivates media relationships; monitors responses to media requests, press conferences, media lunches and interviews, and special events.
10. Responsible for overseeing the development of presentations, reports, and fact sheets in support of leadership communications as well as the outreach activities of the University's various administrative offices.
11. Responsible for ensuring "client satisfaction".
12. Willingly take on other assignments from communications perspective that will assist IUE in realizing its vision and mission.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's degree in Communications, Marketing or related field/experience required.
- b. Demonstrated experience in Public Affairs, Marketing, Communications or related field, within both PNG and International environment.
- c. Previous experience with Higher Education Sector or in an academic setting is desirable.
- d. Excellent integrated marketing project management skills.
- e. Ability to be detail oriented with excellent time management and organizational skills in order to develop priorities and meet deadlines.
- f. Ability to collaborate and communicate effectively with various co-workers.

PROJECT COORDINATOR, ACADEMIC STRATEGY AND PLANNING

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX007
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: PROJECT COORDINATOR, ACADEMIC STRATEGY AND PLANNING	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	
SECTION: PROJECT COORDINATOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT: OFFICE OF THE PRESIDENT

Reports to: President

Coordinates with: Faculty Deans, Vice Presidents, Council Coordinating Officer, Academic Board Coordinating Officer, ELMB Coordinating Officer, Staff Coordinating Officer, Students Coordinating Officer, Chaplain, Principal Legal Officer and Events Coordinator.

PURPOSE

The Project Coordinator Academic Strategy and Planning will provide project and team coordination and support to the President and Vice Presidents, Faculty Deans and Senior Managers, acting as an essential liaison point to ensure successful project developments, delivery of a wide range of initiatives and priorities led and supported by the Academic and Non-Academic Divisions of the University. Alongside general administrative support for the team and individual projects, the role will lead on project writing proposals, coordination, providing expertise on all matters relating to project planning, reporting, administration, scheduling, communication and implementation.

The Project Coordinator provides professional services support to the President, Vice Presidents in matters relating to institutional academic strategy and planning. The Project Coordinator within the President's Office that leads and supports a wide range of cross-institutional activities to enable the delivery of the University's academic and non-academic priorities.

DUTIES AND RESPONSIBILITIES:

- 1. Provide administrative and project management support and act as a liaison point for the Academic and Non-Academic Strategy and Planning team.**
 - a. Act as point of contact and liaise with stakeholders, business partners and others, as appropriate, providing a high level of support.
 - b. Understand the role of other team members and collaborate effectively to ensure smooth and timely delivery of the team's projects.
 - c. Share information and ensure that team members work together to achieve project objectives and unit priorities.
 - d. Support online resources and shared areas used by the team and other stakeholders including setting up, maintenance and management of MS Teams, SharePoint, intranet or other sites, as appropriate.
 - e. Carry out other administrative support tasks and logistics as required.
- 2. Monitor and maintain accurate project documentation, ensuring accurate and appropriate information is available.**

- a. Writing, maintain and update project documentation, including planning, communication and progress tracking against key milestones.
 - b. Ensure effective progress reporting across initiatives/projects, producing and distributing project and programme reports in accordance with organizational procedures.
 - c. Record and publish information accurately and consistently using appropriate systems and provide timely information to managers and colleagues concerning work in progress, maintaining confidentiality at the highest level where appropriate.
 - d. Working closely with Senior Managers, maintain project-level risk and issue logs, monitoring, controlling and escalating items to the team, as necessary.
- 3. Organize and coordinate meetings, workshops, seminars, conferences and ad-hoc events (online and face-to-face).**
- a. Venue search, booking, catering, audio-visual equipment and other arrangements for online and face-to-face project events.
 - b. Compile, produce and collate event packs; produce programme schedules, agendas, supporting documentation, attendee lists, maps, minutes etc.
 - c. Follow up from meetings, collate feedback and distribute outputs, ensure that actions arising are taken by those assigned, including senior managers.
 - d. Manage regular liaison at events and meetings.
- 4. Contribute to the successful delivery of project reporting, communications and stakeholder engagement plans, promoting a culture of transparent communication and professional delivery.**
- a. Contribute to the development and provision of documentation for new projects and initiatives.
 - b. Ensure the timely dissemination of information in the correct format to key stakeholders as required.
 - c. Support the team in developing special interest groups, professional networks and communities of practice, internally and externally.
 - d. Maintain communication activity received through the team's mailbox, Intranet, website and other digital channels
- 5. Provide necessary training and development support for new staff.**
- a. Act as mentor for new members of staff.
 - b. Identify and suggest appropriate development activities and provide training and guidance where required.
 - c. Carry out any other duties as and when required.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum a Bachelor's Degree, knowledge and experience of higher education sector.

- b. Minimum of five years of experience in developing, coordinating or providing services at a University.
- c. Knowledge/experience of project writing and programme management methodologies.
- d. Experience of managing projects using recognized methodologies.
- e. Excellent IT skills including the ability to use Microsoft packages (Word, Outlook, Power Point and Excel) proficiently.
- f. Excellent organizational skills including the ability to manage deadlines and priorities work effectively, taking ownership of tasks and ensuring these are completed to schedule and agreed standards.
- g. Excellent project management skills including experience in successfully project writing proposals, supporting and delivering projects, meetings, events and ad-hoc pieces of work to firm deadlines.
- h. Excellent oral and written communication skills with a high level of accuracy and attention to detail and the ability to tailor communications depending on the audience.
- i. Good interpersonal and team-working skills and the ability to deal with a wide range of stakeholders, internal and external to the University.
- j. Flexibility and the ability to adapt and respond to change, including a willingness to use and demonstrate own initiative.
- k. Strong commitment to the University's motto, vision, mission and values, and to the delivery of equality, diversity and inclusion.

INNOVATIVE UNIVERSITY OF ENGA CHAPLAIN

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX008
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: CAMPUS MINISTRY	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: University President	
SECTION: CAMPUS MINISTRY	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE:**Campus Ministry****ORGANISATIONAL RELATIONSHIPS**

Reports to: President

Supervises: Non

Coordinates with: Vice President Academic Affairs, Registrar, Vice President Students Administrative Services, Events Coordinator, Counsellor, Chaplains of other Churches Ministries.

PURPOSE

The IUE Chaplain is in charge of the religious and spiritual ministry on the University; he coordinates the activities of the Campuses Ministry Teams.

He is appointed by the President for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES

1. Leads and coordinates the IUE Pastoral Team to share in the responsibility of building a vital Christian community at IUE.
2. Directs the IUE Pastoral Team to foster the spiritual growth and religious life of the members of the University community so as to develop a philosophy of life based on the gospel values, of love, justice and peace and integrity of creation.
3. Works with IUE Pastoral Team to plan and provide regular and special religious services appropriate to the needs of the various sectors of the University in coordination with the various groups, academic and administrative departments.
4. Draw up daily, weekly and monthly timetable and coordinates the celebrations of daily devotions on campus as well as organize yearly retreats and spiritual workshops and seminars for both staff and students in conjunction with the Pastoral Team and Student Services Department.
5. Provides suitable opportunities for spiritual guidance and counselling.
6. Provides campus religious organizations with suitable advisers or moderators.
7. Serves as the official representative of the University to the diocese and other schools in pastoral concerns.
8. Ensures that chapel located in campus is in good order in coordination with the Pastoral Team and SRS Department.
9. Makes proper accounting of services collections, contributions and other donations received in accordance with University procedures.
10. Prepares the yearly budget for the office in accordance with the guidelines and policies issued by the Finance Division.

11. Submits to the President quarterly and annual reports on the work of his office and such other reports as are needed.
12. Performs other functions that may be assigned or delegated by the President.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum of Bachelor's Degree in Theology or relevant qualifications.
- b. Knowledge – of different religions; Papua New Guinea culture; spiritual difficulties and struggles of people; Biblical knowledge.
- c. Skills – Computer literate; understanding of people and ability to work with all types of people; desire to serve and minister to individuals and a community; spiritual leader and spiritual example; servant-oriented lifestyle.
- d. Work Experience – Minimum of one year in Chaplaincy Ministry.

STUDENTS COORDINATING OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX009
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: STUDENTS COORDINATING OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	
SECTION: STUDENTS COORDINATING OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: STUDENTS COORDINATING OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to: President

Supervises: Non

Coordinates with:

Vice President Academic Affairs, Registrar,
Vice President Students Administrative
Services and all other colleagues employed
in the President's Office.

PURPOSE

Students Coordinating Officer on behalf of the President is responsible for overseeing the day-to-day operations of how student services departments are function. She/he have regular meetings with the division responsible for non-academic activities and student's welfare. She/he provides quarterly reports to the President concerning all matters related to student welfare.

If necessary, she/he offers services to students on behalf of the President in consultation with the Vice President for Student Administrative Services.

DUTIES AND RESPONSIBILITIES

A Students Coordinating Officer has a wide range of responsibilities, which can include:

1. Advises the President of and assist to coordinate student activities such as field trips, dances, and sporting events.
2. Maintaining files, records, and databases regarding student activities and events for President's reports.
3. Obtains from the Office of the Registrar student attendance and providing report to the President.
4. Coordinates President's decisions concerning additional transportation services for students to get to and from the University.
5. Obtains from the Vice President for Student Administrative Services related to student discipline cases, including disciplinary hearings and appeals and submits report to the President.
6. Obtains information from the Vice President for Student Administrative Services related to security at University events of how access to facilities and University grounds are monitored and advises the President of the security arrangements.

REQUIREMENTS AND QUALIFICATIONS:

A Student Services Coordinator needs to have the following qualifications:

- a. Education: A Master's Degree in higher education, student affairs or a related field.
- b. Training & Experience: Students Coordinating Officer receives on-the-job training. This training may include shadowing a current student services coordinator or another member of the administrative staff. The training may also include learning about the institution's policies and procedures.

- c. String Communication Skills: Communication is the act of conveying information through speech, writing or other methods. As a Student Services Coordinator, she/he will be responsible for communicating with students, faculty and other staff members. This requires you to be able to convey information clearly and concisely. She/he may also be responsible for communicating with parents and guardians of students, so it is important to be able to communicate effectively in writing.
- d. Organization: Organization is another important skill for a Student Services Coordinator. She/he be responsible for managing a variety of files, records and documents, so it is important to be able to keep workspace organized. She/he also be responsible for managing student files in President's office, so it is important to be able to keep these files organized and up to date.
- e. Time management: Time management is another important skill for a Student Services Coordinator. She/he will be responsible for scheduling appointments, ensuring that all student services are operating on schedule.
- f. Problem-solving: Problem-solving is the ability to identify a problem, analyse its causes and develop a solution.

STAFF COORDINATING OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX010
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: STAFF COORDINATING OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	
SECTION: STAFF COORDINATING OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: STAFF COORDINATING OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to: President

Supervises:

Non

Coordinates with:

Director of the Human Resources at the University and all other colleagues employed in the President's Office.

PURPOSE

The Staff Coordinating Officer to the President is a full-time position responsible for ensuring the efficiency and effectiveness of the relationship between the staff of University and the Office of the President. Reporting directly to the President, this position provides executive support in a one-on-one working relationship. Serves as the primary point of contact for staff constituencies on all matters pertaining to the working and living conditions of the staff.

DUTIES AND RESPONSIBILITIES

1. Completes a broad variety of administrative tasks for the President including managing an extremely fluid calendar of appointments for staff; maintaining daily event files; composing and preparing correspondence that is sometimes confidential; arranging an agenda; and compiling documents for staff related meetings.
2. Strategically manages the President's schedule of staff meetings to ensure the utmost in efficiency and effectiveness; serve as "gatekeeper" and "gateway" role.
3. Communicates directly, and on behalf of the President, with staff, and others, on matters related to President's initiatives.
4. Researches, prioritizes, and follows up on incoming issues and staff concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
5. Provides a bridge for smooth communication between the President's Office and all staff, demonstrating leadership to maintain credibility, trust and support with senior management staff, faculty and students.
6. Works closely and effectively with the President to keep her/him well-informed of upcoming commitments and responsibilities for staff, with appropriate follow up. Acts as a "barometer," having a sense for the issues taking place in the University's environment and keeping the President updated.
7. Strategically prioritizes conflicting needs of staff; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
8. Maintains discretion and confidentiality in relationships with all staff members.
9. Assists with preparation of meetings with staff.
10. Attends President's meetings with staff and social activities and serves as scribe for meeting minutes.
11. Assists in coordinating the agenda for the senior management team and President's ELMB meetings and off-site retreats and records meeting notes for President's ELMB.

12. Convenes and coordinates communication with senior level administrative assistants.
13. Performs other duties and special projects may be assigned by the President to meet University needs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree preferred and minimum three 3 years of relevant experience, preferably in higher education.
- b. Expertise in Microsoft Office suite, particularly Outlook, Excel, Word, and PowerPoint.
- c. Must have proven ability to maintain or exercise considerable tact, judgment and diplomacy while maintaining exemplary poise and a professional image at all times.
- d. Ability to use discretion when dealing with sensitive, confidential materials of the University's staff.
- e. Must be able to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks and demands and constantly changing priorities.
- f. Must possess a strong work ethic and a good sense of humour.
- g. Proven ability in taking initiative and works well under pressure.
- h. Strong interpersonal skills with the ability to deal effectively with all levels within the University.
- i. Maintain the utmost discretion and integrity, especially pertaining to confidential matters of the President's Office.
- j. Strong customer service orientation and commitment to the University's inclusive vision and mission.
- k. Excellent verbal and written communication skills.
- l. Excellent attention to detail and follow-through with the ability to plan, organize and control large and small projects through to completion.
- m. Flexibility to regularly work evenings and weekends as needed.
- n. Proven ability to work independently and as part of a team.

PRINCIPAL LEGAL OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX011
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: PRINCIPAL LEGAL OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	

BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT
SECTION: PRINCIPAL LEGAL OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: PRINCIPAL LEGAL OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to:	President
Supervises:	Legal Officer/s
Coordinates with:	The Chairperson of IUE Council, Vice Presidents, Director of the Human Resources at the University and all other colleagues employed in the President's Office.

PURPOSE

As the Principal Legal Officer, oversees and manages the provision of all legal services to the University to ensure maximum protection of IUE's legal rights and to maintain its operations within the limits prescribed by law. Assists officers of the University and other upper management in carrying out the vision, mission and objectives of the University.

The Principal Legal Officer provides legal services and advice to the University Council and the Office of the President in the areas including staff contracts, students' issues, commercial advice, land, environmental, resources and administrative law matters, legal risk management, development, infrastructure, governance and compliance with Papua New Guinea's laws to protect the University from possible legal charges.

DIMENSIONS

The *Innovative University of Enga Act 2022*, states: "The University is a body corporate to be known as "Innovative University of Enga " with a perpetual succession and a Common Seal and shall be capable in that name of:

- i. suing and being sued; and
- ii. taking, purchasing and holding real and personal property (including property devised, bequeathed or given to the University); and

- iii. granting, selling, alienating, assigning and demising real and personal property; and
- iv. doing all other matters and things incidental or appertaining to a body corporate.

Notwithstanding anything contained in any other law for the time being in force, the University shall have academic, financial and administrative autonomy, including the power to employ officers, teachers and other employees on such terms as may be prescribed, subject to the terms of this Act and the *Higher Education (General Provisions) Act 2020*. In particular, and without prejudice to the authority granted to the National Executive Council, the Government or an authority or auditor appointed by the Government may have power to question the policy underlying the allocation of resources approved by the Council in the annual budget of the University.”

Therefore, the Principal Legal Officer has to provide specialist, high level, timely and client focused legal advice to the Chairperson of the IUE Council and the President, senior executives and staff of the University in planning and administrative law to meet priority legal service needs.

DUTIES AND RESPONSIBILITIES

1. Provides legal counsel and guidance to the officers of the University and other upper management on a variety of legal and policy matters relevant to the University, including, but not limited to, those relating to students, faculty and staff.
2. Anticipates and identifies legal issues and counsels officers of the University and other upper management in order to develop legal strategies and solutions.
3. Reviews, researches, interprets, and prepares both written and oral opinions on a wide variety of legal issues.
4. Reviews and counsels’ officers of the University and other upper management on policies and procedures, regulations, bylaws, and other legal documents.
5. Reviews contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary. Drafts contracts where appropriate.
6. Represents or oversees the representation of the University and upper management in judicial and administrative proceedings.
7. Develops and manages annual office budget.
8. Selects and retains outside counsel to obtain legal opinions or to handle claims and litigation.
9. Supervises legal staff and outside counsel; consults on difficult or sensitive issues.
10. At the University’s cost, maintains professional growth and development through seminars, workshops, and professional affiliation to keep abreast of latest developments in University and University law and in other related areas.
11. Performs other job-related duties as assigned by the President or the Chairperson of the IUE Council.

REQUIREMENTS AND QUALIFICATIONS:

- a. Advanced University Degree (Master's degree or equivalent) in law or international law. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.
- b. A minimum of ten (5) years of progressively responsible experience in human rights, protection of civilians, gender, humanitarian affairs, political affairs or a related area is required.
- c. A minimum of three (3) years of experience working in commercial legal firm.
- d. Experience in engaging with and advising Government officials and/or representatives of non-state groups.
- e. Ability to develop and implement legal strategies and solutions.
- f. Ability to analyse and interpret issues and to prepare legal opinions.
- g. Ability to communicate and interact with University officials at all levels.
- h. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- i. Ability to research and interpret applicable laws.
- j. Employee development and performance management skills.
- k. Ability to provide competent legal advice and counsel to senior officials on a wide range of legal/policy issues.
- l. Ability to prepare and manage departmental budget.
- m. Knowledge of the judicial system and procedures.
- n. Knowledge of institutional policies and procedures and general governance matters.
- o. Negotiating skills.
- p. Knowledge of current and developing legal issues and trends in educational law and related areas.

LEGAL OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX012
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: LEGAL OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: PRINCIPAL LEGAL OFFICER	
SECTION: LEGAL DEPARTMENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG	

HISTORY OF POSITION

	DATE OF	
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IUE FILE NO.	VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: LEGAL OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to: Principal Legal Officer

Supervises: Non

Coordinates with: Vice Presidents, University's Researchers, Commercial Units of the University, Director of the Human Resources at the University and all other colleagues employed in the President's Office.

PURPOSE

Responsible to the Principal Legal Officer, to work in partnership with academic and business units to provide high quality legal advice to the University and its subsidiaries. The Legal Officer will support research, curricular and commercialization activities by drafting, reviewing and negotiating a wide range of agreements.

The majority of these agreements relate to collaborations with other universities and companies. Knowledge and understanding of commercial contracts are essential.

DIMENSIONS

Knowledge and understanding of legislation relating to public procurement, in particular the Public Contracts Regulations is also required. Experience relating to governance, compliance with PNG's laws and University policies and regulations would be useful.

Key responsibilities

1. To provide legal advice and support Units when submitting bids, responding to invitations to tender and requests for quotations).
2. To draft, negotiate and review contracts for the provision/sale of goods, services and research to third parties (including international), and when procuring services on behalf of the University, ensuring that the University is protected commercially and intellectually.
3. To provide legal advice to University Units, Faculties and subsidiaries on a range of commercial legal issues, consistent with contract negotiation, such as data protection, freedom of information and procurement. Whilst detailed expertise may be outsourced when necessary, the ability to advise across a range of commercial legal subjects is essential.
4. Communicating, under supervision, legal options and advice.

5. To provide support to the Research and Enterprise Office in relation to Knowledge Transfer.
6. Partnerships and other research specific activity. Experience of negotiating Donors consortium agreements related to funding would be particularly useful.
7. To assist members of staff with regard to the protection and exploitation of Intellectual Property.
8. To undertake such other duties as may be assigned by the Principal Legal Officer.
9. To attend meetings with senior University staff to offer guidance and support as and when required.
10. To have the ability to deal with people with varying levels of legal understanding, ranging from lawyers to other legal and non-legal staff with the ability to absorb legal concepts and apply this to practical situations.
11. In carrying out these duties the Legal Officer will liaise with Accountants, Human Resources, intellectual property experts, VAT specialists, Estates and other staff at all levels within the University.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualified Lawyer or equivalent with a minimum of four year's post qualification experience.
- b. Experience of reviewing, drafting and negotiating commercial contracts.
- c. Experience of working on a project team and supporting and advising on legal issues.
- d. Ability to provide legal leadership and exercise personal authority when required.
- e. Knowledge and application of ICT skills – specifically competent Excel user, Word, Outlook and the internet.
- f. Excellent communication/interpersonal skills. Desirable
- g. Demonstrable other legal experience.
- h. Experience of working in a large organization.
- i. Experience relating to governance, compliance with PNG's laws and University policies and regulations.

EVENTS COORDINATOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX013
OFFICE: OF THE IUE PRESIDENT	DESIGNATION/CLASSIFICATION: EVENTS COORDINATOR	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE of the IUE PRESIDENT	
BRANCH: N/A	REPORTING TO: UNIVERSITY PRESIDENT	

SECTION: EVENTS COORDINATOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE, PNG
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HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DEPARTMENT/OFFICE: STAFF COORDINATING OFFICER

ORGANISATIONAL RELATIONSHIPS

Reports to: President

Supervises: Non

Coordinates with: Vice Presidents, Faculties, Director of the Human Resources at the University and all other colleagues employed in the President's Office.

PURPOSE

The Events Coordinator will plan, conduct and evaluate a varied portfolio of recruitment and engagement events and related administration to support the events marketing and sales initiatives for the University. She/he will be required to work with the event stakeholder, various Departments and Faculties to assist in building strong relationships with external vendors, including sponsors and corporate affiliations to ensure consistency and successful execution of all events.

The Events Coordinator will be involved in undertaking a high level of events management, administrative and organizational activities and will be required to foster ongoing successful relationships. In order to be successful in this role, it is necessary to manage the timelines of events and coordinate promotional plans and material with the hosts and key stakeholders for upcoming events or functions.

The Events Coordinator can also offer the possibility of some project management of larger initiatives, leading a project, guiding the team, setting roles and responsibilities, chairing project meetings and setting the agenda, etc.

The Events Coordinator may be required to work outside normal hours to service clients and event demands and may undertake a small amount of domestic travel from time to time.

DUTIES AND RESPONSIBILITIES:

1. Fully coordinate events and enhance the recruitment, marketing and industry and community engagement objectives of the University.
2. Fully coordinate/organize events for all internal Faculties or Departments and also external clientele to ensure seamless delivery of services for events

- staged at the University and offsite eg. Marketing, Recruitment and Engagement Events (domestically and internationally).
3. Work with key stakeholders to coordinate specific event activity. This may include but is not limited to appointments, road shows, project planning and other small events.
 4. Manage the details of all events to include Food & Beverages, audio visual, allocation of floorspace, theming, registration and signage, VIP and speaker management, and attendee logistics.
 5. Obtain and review completed documentation and insurances, requisition of Event Risk Analysis.
 6. Where applicable liaise with sponsors for events as required and keep a comprehensive database of sponsors, gifts, prizes, etc.
 7. Track and report on expenditure for each event, in accordance with the specified budget.
 8. Provide input each year into the Office of the President of the event budget.
 9. Provide support to the events team to assist in the organization and execution of events, e.g. Conferences, Recruitment and Engagement Events, etc.
 10. Actively promote all events and the Events Centre to gain exposure and interest from internal and external clients and targets through the use of the IUE website and other measures.
 11. In conjunction with the Director for Public Relations, central marketing team and Faculty representatives, create and implement program-specific events aimed at a variety of markets.
 12. Liaise with the central marketing and communications team and other staff to ensure event deliverables are met on time. E.g. programs, invitations etc.
 13. Utilize current computer management systems to complete administration tasks.
 14. Assist in the financial planning of annual events budget.
 15. Raising PO's /invoices for events.
 16. Carry post event analysis including attendance on year performance forecast vs actual budget performance.
 17. Recommendations on efficiencies to improve the University central events calendar to deliver a cohesive and structured program.
 18. Liaise and follow-up with clients on outstanding event invoices.
 19. Liaison with all visitors, students, clients, other Departments / Faculties and suppliers as required, e.g. meetings, site visits, etc.
 20. Develop and maintain a relationship with academics and administrative staff within the University.
 21. Ensure actions and interactions are consistent with the Department, Faculty and University's objectives.
 22. She/he has to demonstrate an ongoing commitment to the IUE Strategic Plan, University policies and to IUE's quality assurance processes.
 23. She/he will come into contact with staff, students, visitors and clients from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.

24. Identify opportunities for sales through upselling, cross selling to increase potential revenue and be mindful of new business opportunities which can be fed through to the finance team.
25. Identify opportunities for continuous improvement to the administrative systems.
26. Contribute to the effective functioning and collaboration of the team.
27. Ensure her/his actions and interactions are consistent with the University, Department and Faculty objectives and corporate objectives.
28. Take part in professional development opportunities on a regular basis.
29. Work as a team player, and communicate with all members of the team on a consistent basis.
30. Keep skills and knowledge fresh.
31. Support clear lines of communication within and outside the Department, Faculty and University.
32. Observe and comply with University Health and Safety Policies and Procedures.
33. Report any observed hazards, maintenance or cleaning issues to the Human Resources Director.
34. Ensure all compulsory University trainings and initiatives are undertaken.
35. Be aware of Emergency, Evacuation and Safety procedures.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree preferred and minimum three 3 years of relevant experience, preferably in higher education.
- b. Experience in the area of event management, sales and supporting hospitality operations, external relations and marketing.
- c. Significant administrative and organizational proficiency within a complex operating environment.
- d. Well-developed planning and organizational skills with demonstrated ability to manage events concurrently, good written communication skills, including an ability to draft invitations, event publications, orders, routine correspondence, minutes and another events documentation.
- e. Demonstrated initiative and ability to work independently in the completion of priorities which may have competing deadlines.
- f. Ability to systematically identify sales opportunities, improvement in work systems, and implement changes in collaboration with clients and colleagues.
- g. Demonstrated skills in the use of a range of computing applications such as Word, Excel and PowerPoint,
- h. Be an effective team player who can work harmoniously in a team and looks to assist where possible.
- i. Ability to work with academic staff and students.
- j. Customer service focused with a dedicated focus on continuous improvement on events and within the team.

V. ACADEMIC DIVISION AND OFFICE OF THE VICE PRESIDENT ACADEMIC AFFAIRS

FOREWORD

The Academic Division, led by the Vice President Academic Affairs, has key stewardship roles in academic leadership, supporting the Administration of academic and scholarly life across the University; leading the institution in embedding the University's digitalized strategy; delivery of a quality student experience; and leadership of the University e-Library, and national and international partnerships. The Academic Division is responsible for leading the drive for academic excellence, supporting the University Faculties in recruiting, retaining and encouraging an outstanding and diverse academic community.

Therefore, this document is organized in two sections to provide a comprehensive information about the Academic Division.

Section One: Academic Division

Section Two: The Office of the Vice-President for Academic Affairs

The Academic Division at the Innovative University of Enga is the heart of the University as it facilitates the transformation of knowledge through learning and teaching, it creates a new knowledge, it is a place of research which adds to a new body of knowledge and at the same time contributes to quality of education.

SECTION ONE ACADEMIC DIVISION

Innovative University of Enga (IUE) aspires to carry out its vision, mission and strategic plan with the autonomy necessary to develop its distinctive identity and pursue its proper vision and mission. Freedom in teaching and learning and research is recognized and respected according to the principles and methods of each individual discipline, so long as the rights of the individual and of the community are preserved within the confines of the truth and the common good.

In its Strategic Plan and policies, IUE recognizes the importance of academic freedom thus it creates conditions for two different kinds of academic freedom:

1. Individual academic freedom that protects an individual university lecturer or student
2. Institutional academic freedom that protects the University from interference by government or outside institutions, a right that applies to the community of scholars, not to an individual lecturer.

Of all democratic rights the most valuable is that of free speech. IUE believes that all staff members and students should develop a spirit of critical inquiry and openness to change. Whilst every person has a right to exert their personal and professional

viewpoints, there is no absolute freedom as academic debate must occur primarily with the view to enhancing and ultimately achieving institutional goals and vision. For this reason, IUE has established, through its strategic plan and policies, a system for the presence of a fair degree of academic and administrative freedom. Individual and institutional academic freedom operates within the frameworks of responsibility, transparency and accountability of individuals and the University.

ACADEMIC BOARD

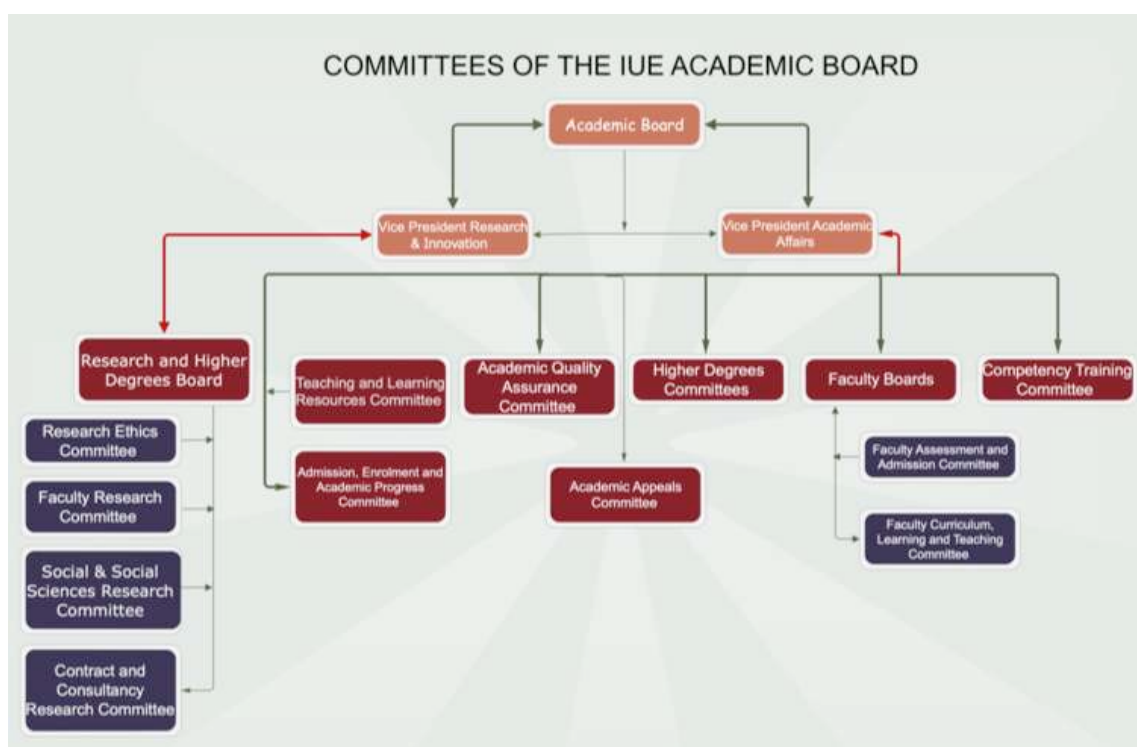
The *Innovative University of Enga Act 2022*, states in Part IV, Sections 13,14 and 15: The Academic Board shall be the principal academic body of the University and shall, subject to the provisions of the Act and the Council, have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University and the colleges.

The Academic Board is responsible to the President and through the Office of the President to University Council and has academic authority under the IUE Act delegated to it by the Council. Thus, the Academic Board is the principal academic authority within the University. It has responsibility to the Council for maintaining the highest standards in teaching and learning, research and community engagement.

COMMITTEES OF ACADEMIC BOARD

University By-laws concerning the Academic Board empower the Board to appoint committees as it sees fit. Established standing committees of the Academic Board include: Faculty Boards, Research and Higher Degrees Board, Academic Quality Assurance Committee, Teaching and Learning Resources Committee, and the Admissions, Enrolment and Academic Progress Committee. In addition, there are two ad hoc committees: The Academic Appeals Committee and the Amalgamation and Affiliation Monitoring Committee. Standing and ad hoc committees of the Academic Board are required to meet at least once per semester and report through their Chairperson at subsequent meetings of the Academic Board. The Academic Board has approved functions and membership of these committees.

Organizational Structure of Committees of the IUE Academic Board



FACULTY BOARD

The Faculty Board is the governing body of each faculty. The Board is responsible for monitoring teaching and learning, research and community engagement activities of the faculty including the application of the relevant rules and regulations. The Faculty is administered according to the principles of IUE academic and management policies. The head of the Faculty is the Dean, who is ultimately responsible for policy and implementation.

Functions of the Faculty Boards

1. To manage the affairs of the Faculty and be responsible for implementation of the policy as laid down by Council, as it appertains to that faculty;
2. To recommend to the Academic Board programs of study leading to an award and the conditions of admission, enrolment and progression;
3. To decide upon applications for admission, variation of enrolment or for change of program units consistent with the regulations of the Academic Board;
4. To recommend to the Academic Board names for both academic awards and honorary degrees;
5. To ensure Faculty strategic plans align with the IUE Strategic Plan;
6. To recommend to the Academic Board the annual academic calendar of the Faculty;
7. To monitor and ensure compliance with the regulations of the Academic Board;
8. To deal with student grievances fairly, flexibly and expeditiously. with respect and impartiality;

9. To make such recommendations to the Academic Board as may be deemed expedient for promoting the efficiency of the University;
10. To recommend the award of scholarships or prizes;
11. To recommend to the Academic Board such regulations and by-laws as may be necessary for the exercise of the functions of the faculty;
12. To receive annual reports from the Faculty Dean; and
13. To report to Academic Board on a regular basis.

Membership

The membership of the Faculty Board includes:

- a. Dean of Faculty (Chairperson)
- b. Vice President Academic or nominee (ex-officio)
- c. Head of Department for each department within the faculty
- d. At least two staff representatives (one male, one female)
- e. Registrar ex-officio
- f. Bursar ex-officio
- g. Other members as determined by the faculty board

Committees of the Faculty Board

Standing committees reporting to Faculty Boards are its Faculty Assessment Committee and Faculty Curriculum Committee.

Faculty Assessment and Admission Committee

The Faculty Assessment and Admission Committee is a Standing Committee of the Faculty Board and provides leadership and quality assurance in all matters related to assessment within the faculty. It is responsible for monitoring assessment practices within the faculty to ensure they are of high quality and meet the requirements of policies and procedures established by the Academic Board.

Functions of Faculty Assessment Committees

1. To provide quality assurance and enhancement of good practice in respect to examinations and assessment practices for students within the faculty
2. To review assessment tasks for units of studies in unit outlines which are to be given to students at the start of each semester and recommend the approval of these by the Faculty Board
3. To review examination papers and recommend amendments, where considered necessary, prior to recommending their approval by the Faculty Board
4. To review student results from the academic departments, recommend standardization of results where appropriate, and consider recommendations for discontinuation
5. To review and ensure assessment results each semester are collated accurately, in an appropriate format and timely manner, with an acceptable

distribution of grades, and that these are approved prior to being submitted to the Faculty Board for endorsement

6. To give guidance and direction on improved assessment practices within the faculty
7. To monitor faculty implementation of assessment policies and practices established by the Academic Board and ensure high standards
8. To report to the Faculty Board on a regular basis

Membership

The membership of the Faculty Assessment Committee may be determined by the Faculty but must include:

- Dean of Faculty (Chairperson)
- Head of Department for each department within the faculty
- Others, not more than two, with expertise in assessment matters
- Director of Academic Quality Assurance (ex officio)

Faculty Curriculum, Learning and Teaching Committee

The Faculty Curriculum Committee is a Standing Committee of the Faculty Board and provides leadership and quality assurance in all matters related to academic programmes offered by the Faculty. It is responsible for ensuring the quality of documentation of new and existing faculty programmes and for programme development and implementation within the Faculty.

Functions of Faculty Curriculum Committees

1. To ensure Faculty programmes match market needs and serve the interests of the Nation.
2. To consider the logical structure and sequence of units within a programme and prepare information for the University Programme Handbook.
3. To review Program Specification Documents (PSD) and recommend approval or amendments.
4. To monitor unit outlines for quality, accurate use of approved codes and unit titles, learning outcomes/competencies, variety in teaching and learning strategies, number and nature of assessment tasks, and use of updated references.
5. To monitor quality delivery and evaluation of units by lecturers that, after delivery, units are reflected upon and outlines updated, to ensure they reflect current trends.
6. To ensure and review student evaluations of units studied, and to report the findings in writing to the Faculty Board each semester
7. To make recommendations for resources and strategies to improve teaching and learning.
8. To consider proposals for new programmes, training needs and awards, ensuring an adequate level of consultation and market research before making recommendations to the Faculty Board.
9. To report to Faculty Board on a regular basis.

Membership

The composition of the Faculty Curriculum Committee includes:

- Dean of Faculty or nominee (Chairperson)
- Head of Department for each department within the faculty
- Others, not more than two, with expertise in curriculum matters as required
- Director of Academic Quality Assurance (ex officio)
- Vice President Academic (ex officio)

Competency Training Committee

Functions of the Competency Training Committee

1. To consider proposals for new competency programmes, training and awards in the context of the requirements of the PNG National Qualifications Framework (PNG NQF) and make recommendations regarding their approval on academic grounds to the Academic Board.
2. To initiate, review and monitor compliance with relevant legislation, policies and procedures, and oversee their implementation.
3. To receive, consider and respond to reports from faculty boards in relation to quality improvements in competency programs or training.

Membership

The composition of the Competency Training Committee includes:

- Chairperson to be appointed by the Academic Board
- Director Academic Quality Assurance
- One academic staff member nominated by and from the Faculty offering proposed programme or training
- Others not more than two, as required, with expertise in academic matters in the respect to a proposed program

Research and Higher Degrees Board

The Research and Higher Degrees Board (RHDB) is a Standing Committee of the Academic Board and plays two vital roles: First, it provides policy direction and the regulation of these policies to ensure the quality and ethical conduct of research activities and training across the University. Thus, the Board is responsible for coordinating and overseeing the activities of the research ethics committee, faculty research committees, ICT sciences research, and contract and consultancy research. The second vital role of the Research and Higher Degrees Board is to develop policies, guidelines and establish procedures for postgraduate and Research Higher Degree Programmes. In this capacity, the Board provides leadership and ensures quality assurance through monitoring and regulating all matters related to student selection, admission and academic progress for Higher Degrees Programmes offered by the University. The Research and Higher Degrees Board meets at least four times a year.

Functions of the Research and Higher Degrees Board

1. To develop, monitor and regulate policies, procedures and regulations for university research and training, postgraduate and research higher degree programmes.
2. To recommend to the Academic Board University research policies and guidelines.
3. To advise the Academic Board on University research training policy and practice.
4. To advise the Academic Board on postgraduate research and supervisor training.
5. To advise the Academic Board on the development of postgraduate and Research Higher Degree Programmes.
6. To advise the Academic Board on the management of intellectual property and copyright.
7. To screen candidates for doctoral programs, appoint supervisors, arrange proposal presentations, and receive semester progress reports from candidates and supervisors.
8. To approve examiners for doctoral theses and monitor the examination process.
9. To ensure the promotion of presentation of staff research papers in journals, on the Internet and at conferences and seminars.
10. To maintain and review academic standards of postgraduate and research Higher Degree Programmes through benchmarking against good international practices.
11. To monitor activities of faculty research committees.
12. To coordinate reports of research activities by faculty research committees, the ethics committee, ICT sciences research, and contract and consultancy research.
13. To report to Academic Board on the research activities and research training across the University.
14. To report to Academic Board on postgraduate programme developments and progress of doctoral candidates.
15. To receive reports from, and communicate with University research committees.
16. To receives reports on research consultancy activities and partnerships with other organizations.
17. To receive annual reports from the Vice President Research responsible for Postgraduate Studies.

Membership

The composition of the Research and Higher Degrees Board includes:

Vice President for Research and Innovation (Chairperson)
Dean of each Faculty or chairpersons of faculty research committees
Vice President Academic (ex officio)
Director Quality Assurance (ex officio)
Full time Professors

Supervisors of doctoral candidates

Committees of the Research Board

Committees reporting to the Research and Higher Degrees Board are the University Research Ethics Committee, Faculty Research Committees, ICT Sciences Research Committee and Contract and Consultancy Research Committee.

University Research Ethics Committee

The University Research Ethics Committee (UREC) is a committee of the Research and Higher Degrees Board and responsible for protecting the rights, dignity, health, safety and privacy of research participants. It is also concerned with protecting the health, safety, rights and academic freedom of researchers and the reputation of the University as a centre for high-quality research. No research proposal may proceed without approval of the University Research Ethics Committee. The committee meets at varying times throughout the year.

Functions of the Research Ethics Committee

1. To consider the ethical and legal implications of all proposed research projects (including those by visiting researchers or other institutions who want to conduct research involving human participation at IUE) that are conducted in or by the University and involve contact with human participants, and to determine whether or not they meet the requirements for the ethical conduct of research involving human participants and whether or not they conform to relevant legal requirements.
2. To establish procedures for the evaluation and certification of all proposals for the conduct, by members of the University, of research projects which involve human participants
3. To assist researchers to meet the requirements and standards of legal, professional and grant-awarding bodies
4. To establish and maintain a register of all proposed research projects which involve contact with human participants, so that the relevant data are readily available:
5. To monitor the progress of research projects so as to ensure that they conform to ethical principles and standards
6. To provide for a confidential mechanism for receiving complaints or reports on the conduct of research projects
7. To report to the Research Board on a regular basis.

Membership

The Research Ethics Committee will be appointed by the Research Board, and consist of at least three members.

A professorial academic staff member (Chairperson)

Two academic staff members with doctoral or professorial status and substantial research experience
An external senior researcher
A community representative

Faculty Research Committee

The Faculty Research Committee is a Standing Committee of the Research and Higher Degrees Board. The Committee is responsible for ensuring quality of research activities and research units offered within the faculty. The Committee will enhance, develop and promote research culture and excellence within faculties.

The Committee is responsible for overseeing research and research training in the Faculty, drafting relevant Faculty policy in relation to research and research training, and making recommendations to the Research and Higher Degrees Board on research policy and relevant research programs. The Chair of the committee is the coordinator for faculty research activities.

Functions of Faculty Research Committees

1. To ensure that research activities undertaken at the faculty are of high quality and scientific merit.

To examine all proposals for research to be undertaken at the faculty and evaluate these in terms of scientific merit, feasibility, methodology, statistical validity, potential benefit or risk to participants or students, financial costs and benefits to the faculty and University, effects on the workload of staff of the faculty and on the University's normal functioning. This evaluation would be undertaken following written submission in the prescribed

2. format and, where necessary, by personal interview with at least the principal researcher.
3. To encourage the publication of research findings
4. To communicate with relevant bodies, including research and/or ethics committees, in the interests of facilitating high quality, ethical research
3. To submit to the University Research Ethics Committee all projects recommended for approval, together with a summary of the project and a statement of any ethical implications, of which the faculty committee is aware
4. To seek annual reports from investigators of the results of completed projects, including publications arising from approved research projects and annual interim reports for on-going projects
5. To establish and maintain a register of research by faculty staff and students so that the relevant data are readily available
6. To ensure that approved research projects include procedures and protocols for the reporting and consideration of any adverse academic events arising from the research
7. To ensure all deliberations of the Committee shall be in confidence and members shall be required to sign an appropriate Confidentiality Agreement
8. To report to the Research and Higher Degrees Board on a regular basis

Membership

Faculty Research Committee membership will vary with each faculty, but should reflect the scope of research activities within the faculty, including representation of research strengths, as well as faculty strategic research areas. The Vice President for Research and Innovation is a member ex officio.

Contract and Consultancy Research Committee

The Contract and Consultancy Research Committee reports to the IUE Research Board and is responsible for seeking, reviewing and monitoring research project opportunities and partnerships. The committee meets at varying times throughout the year.

Functions of the Contract and Consultancy Research Committee

1. To develop and monitor policies, procedures and regulations for contract and consultancy research opportunities and partnerships.
2. To establish procedures for the evaluation of all proposals for contract and consultancy research opportunities and partnerships, consider the ethical and legal implications, and determine whether or not they align with the values of the University and the its strategic plan of the University.
3. To promote contract and consultancy research amongst University staff as opportunities arise.
4. To establish and maintain a register of contract and consultancy research by University staff, so that the relevant data are readily available.
5. To report to the Research Board on a regular basis.

Membership

The Contract and Consultancy Research Committee will be appointed by the Research Board, and consist of at least three members.

Vice President Research and Innovation (Chairperson)

President's representative

Others not more than two, as required, with experience in contract and consultancy research matters

Academic Quality Assurance Committee

The Academic Quality Assurance Committee (AQAC) is a Standing Committee of the Academic Board, responsible for reviewing proposed new and updated programs. It has a vital role in assuring the public, the benefactors, the professions and the University constituents of integrity and quality of IUE's academic awards. This is demonstrated through a variety of mechanisms and processes. The Academic Quality Assurance Committee meets at least four times a year.

Functions of the Academic Quality Assurance Committee

1. To review proposed new programs for quality compliance and recommend to Academic Board for endorsement to the University Council for approval.
2. To utilise rigorous and effective quality mechanisms to facilitate ongoing quality assurance.
3. To review existing procedures and processes for efficient and effective delivery of desired quality outcomes.
4. To promote active staff engagement in quality improvement in all academic functions.
5. To ensure that programs of the university are in harmony with national Higher Education Quality Assurance and Accreditation Committee standards.
6. To facilitate the conduct of audits of programs for accreditation by IUE.
7. To publish guidance and principles to be considered in the development and provision of academic programmes.
8. To review the annual report of the Director of Academic Quality.
9. To network with quality assurance professions within and external to PNG to harmonizes IUE quality assurance practices with current best practice nationally and internationally.

Membership

The composition of the Academic Quality Assurance Committee includes:

The Director of Academic Quality Assurance (Chairperson)

A representative from each Faculty

Others, as required, with expertise in academic matters under review

Teaching and Learning Resources Committee

The Teaching and Learning Resources Committee is a Standing Committee of Academic Board and responsible for providing information concerning resources for teaching, learning and academic staff to fulfil of the vision and mission of the University according to IUE Strategic Plan. The Committee provides leadership in relation to resources for a quality teaching and learning culture at IUE. The Teaching and Learning Resources Committee meets at least four times a year.

Functions of the Teaching and Learning Resources Committee

1. To set guidelines and monitor resource requirements for quality research, teaching and learning and assessment in all academic programs, including responsibility for advising the Academic Board on the ongoing maintenance and development of the Student Services Department at IUE.
2. To develop, support and evaluate initiatives relating to major improvements in research and teaching and learning resources.
3. To initiate, review and monitor compliance with the IUE Strategic Plan, relevant legislation, policies and procedures, and oversee their implementation.
4. To receive, consider and respond to reports from faculty boards in relation to quality improvements in research, teaching and learning and assessment.

5. To advise the Student Services Department on academic resource matters relating to the student experience.
6. To provide information on resource needs of faculties.

Membership

The composition of the Teaching and Learning Resources Committee includes:

Vice President Academic Affairs (Chairperson)
Vice President Research and Innovation or Nominee
Chief Librarian
Director ICT Services
Dean of each Faculty or Faculty Curriculum Committee nominee
Bursar

Admission, Enrolment and Academic Progress Committee

The Admission, Enrolment and Academic Progress Committee is a Standing Committee of Academic Board and responsible for providing leadership and quality assurance in all matters related to student admission, enrolment and academic progress for academic programs offered by the University.

Functions of the Admission, Enrolment and Academic Progress Committee

1. To set guidelines for and monitor student enrolment, registration and progression processes for both full-time and part-time programmes.
2. To advise the Academic Board on principles of enrolment and the appropriateness of selection criteria.
3. To set guidelines for and monitor the processes and outcomes associated with student academic progress.
4. To advise the Academic Board on matters relating to credit transfer.
5. To advise the Academic Board on matters relating to student progression outcomes and their implications for selection.
6. To initiate, review and monitor compliance with relevant legislation, policies and procedures, and oversee their implementation
7. To receive, consider and respond to reports from faculty boards in relation to quality improvements in admission, selection and academic progress
8. To report to Academic Board on a regular basis

Membership

The composition of the Admission, Enrolment and Academic Progress Committee includes:

Vice President Students Administrative Services (Chairperson)
Registrar
Chair of Academic Board or nominee
Dean of each Faculty or nominee

Ad-Hoc Committee/s of Academic Board

There is one ad hoc committees of the Academic Board, the Academic Appeals Committee

Academic Appeals Committee

The Academic Appeals Committee is an ad hoc Committee of Academic Board that meets as and when required to attend to student academic grievances.

Functions of the Academic Appeals Committee

1. To develop and review policies, procedures and regulations for attending to a complaint by a student concerning a decision, act or omission of a member of IUE staff or committee which affects the student's academic experience.
2. To provide a transparent and consistent process for resolving student academic grievances.
3. To establish informal and formal procedures which students can follow in pursuing grievances regarding their academic experience.
4. To encourage students to seek to resolve any academic issues or concerns, before proceeding to Faculty Board or the Academic Board Appeals Committee.
5. To communicate academic grievance procedures to students, and the names and contact details of relevant members of staff.
6. To apply grievance resolution processes fairly, flexibly and expeditiously.
7. To treat all parties involved in an academic grievance with respect and impartiality.
8. To ensure confidentiality of parties and matters involved in an academic grievance, subject to the need to fully investigate the matter and any legal requirements for disclosure.
9. To report outcomes of academic appeal cases to Academic Board.

Membership

The composition of the Academic Appeals Committee includes:

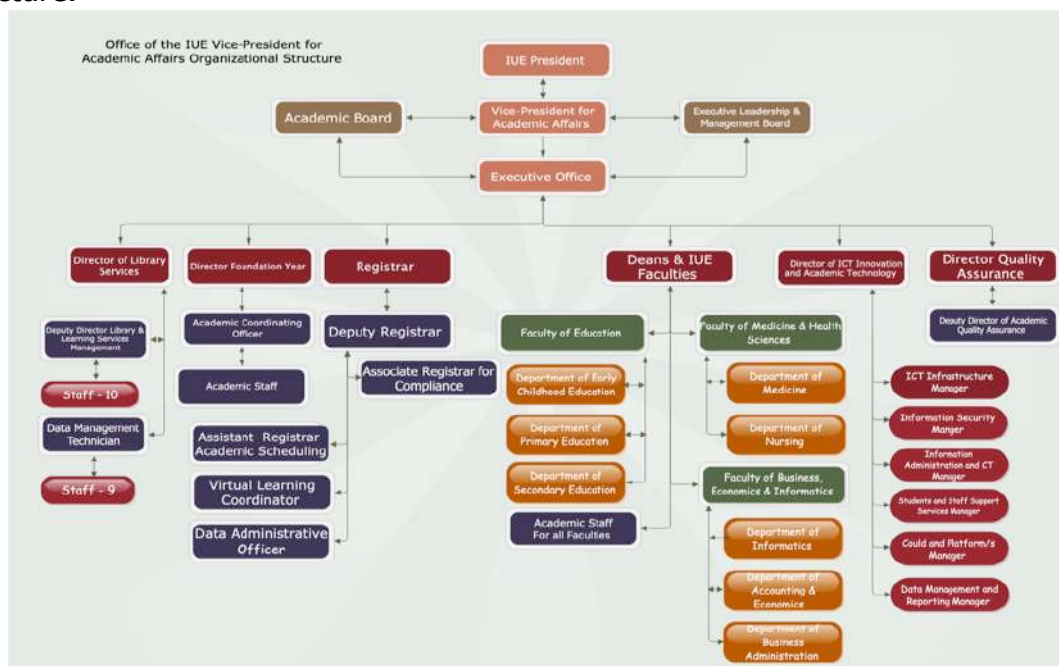
Vice President Students and Administrative Services (Chairperson)
Registrar
Relevant Faculty Dean for the student/s making the appeal
One academic staff member relevant to student/s appeal

SECTION TWO **OFFICE OF THE VICE PRESIDENT ACADEMIC AFFAIRS**

The Vice-President for Academic Affairs is directly responsible to the President for carrying out all educational policies, for implementing all academic programmes and projects of the Innovative University of Enga, and for supervising curricular, instructional, and other academic activities in the University. In addition, he/she shall perform the following specific duties and functions:

1. Plan and implement approved plans on academic affairs and programmes of the University, academic calendar in coordination with other Division Heads of Departments, and Deans of Faculties;
2. Assume educational leadership in the Academic Board;
3. Implement University policies on academic affairs and shall promote the welfare and development of faculty members, and Deans, Heads of units and the students;
4. Manage and supervise academic programmes facilities by the Deans of Faculties, directors of student services/instruction and all academic units of the University;
5. Recommend to the University President policies on promotion and qualified persons to fill positions in the different offices and units under her/his supervision;
6. Conduct meetings and conferences with the Campuses Administrators, Deans, Heads of Units and faculty members;
7. Formulate agenda for the Academic Board;
8. Ensure implementation of Academic Board's decisions; and
9. Perform other functions as may be delegated by the President.

The Office of the Vice-President for Academic Affairs has the following Organizational Structure.



Faculty Organizational Structure

The diagram above illustrates a faculty structure of the University. A faculty is an academic unit within a University comprising one department, or a number of departments. In this organizational structure of a faculty, the Dean provides the academic leadership to the faculty, and Heads of Departments (HoD) provide

management with a more hands on approach to their Departments. HoDs are encouraged to interact and cooperate with each other and meet as a Faculty. The Dean chairs the Faculty Board which consists of the Heads of the different Departments of the Faculty staff. The Faculty Board meets regularly to discuss faculty development in terms of the programmes being offered and staff development program. A faculty is responsible for delivering quality of learning, teaching and research.

Ref. No.	DESIGNATION	GRADE	AWARD POSITION	HISTORY
IUEEXAA001	Vice President Academic Affairs	22	IUEC	New Position
IUEEXAA002	Executive Officer	14	IUEC	New Position
IUEEXAA003	Director of Library Services	18	IUEC	New Position
IUEEXAA004	Deputy Director of Library	17	IUEC	New Position
IUEEXAA005,6 &7	Digital e-Learning and Training Librarian (3)	16	IUEC	New Position
IUEEXAA08,9,10 &11	Research Information Librarian (4)	16	IUEC	New Position
IUEEXAA012,13 &14	Library Services Assistant (3)	15	IUEC	New Position
IUEEXAA015	Data Management Technician	16	IUEC	New Position
IUEEXAA016,17 & 18	ICT Engineers/Technicians (3)	15	IUEC	New Position
IUEEXAA019,20,21,22, 23 & 24	Library Cleaners/Attendees (6)	From 4 to 6	IUEC	New Position
IUEEXAA025	Director Foundation Year	19	IUEC	New Position
IUEEXAA026	Academic Year Coordinating Officer	15	IUEC	New Position
IUEEXAA027	Registrar	19	IUEC	New Position
IUEEXAA028	Deputy Registrar	17	IUEC	New Position
IUEEXAA029	Associate Registrar for Compliance	16	IUEC	New Position
IUEEXAA030	Assistant Registrar Academic Scheduling	16	IUEC	New Position
IUEEXAA031	Virtual Learning Coordinator	17	IUEC	New Position
IUEEXAA032	Data Administrative Office			
IUEEXAA033,34 & 35	Dean of Faculty (3)	From 19 to 22	IUEC	New Position
IUEEXAA036,37,38,39, 40,41,42 & 43	Head of Department (8)	From 17 to 20	IUEC	New Position
IUEEXAA044	Director of ICT Innovation and Academic Technology	19	IUEC	New Position
IUEEXAA045	ICT Infrastructure Manager	17	IUEC	New Position
IUEEXAA046	Information Security Manger	17	IUEC	New Position
IUEEXAA047	Information Administration and Communication Technology Manager	17	IUEC	New Position
IUEEXAA048	Students & Staff Support Manger	17	IUEC	New Position
IUEEXAA049	Cloud Services & Platform Manger	17	IUEC	New Position
IUEEXAA050	Data Management & Reporting Manager	17	IUEC	New Position
IUEEXAA051,52,53,54, 55 & 56	Engineers/Technicians	From 12 to 15	IUEC	New Position

IUEEXAA057	Director Quality Assurance	19	IUEC	New Position
IUEEXAA058	Deputy Director of Academic Quality Assurance	16	IUEC	New Position

Notice: Information related to Faculty Deans and Heads of Departments are provided under the job descriptions of Academic and Administrative Staff. The Academic Faculty Ranks and Job Descriptions document was made pursuant to the *Innovative University of Enga Act 2022* and approved by the University Council on February 25, 2023.

OFFICE OF: VICE PRESIDENT ACADEMIC AFFAIRS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX001
OFFICE: President	DESIGNATION/CLASSIFICATION: ACADEMIC DIVISION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: IUE PRESIDENT	
SECTION: VICE PRESIDENT ACADEMIC AFFAIRS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: VICE PRESIDENT ACADEMIC AFFAIRS

REPORTS TO: IUE President

ORGANISATIONAL RELATIONSHIP:

Supervises: Executive Officer, Director of Library Services, Director of the Foundation Year, Registrar, Deans of Faculties and Director Quality Assurance

Coordinates with: Vice Presidents, Research, Administrative and Finance Divisions.

PURPOSE

The Vice President Academic Affairs (VPAA) oversees the formulation and implementation of academic policies and programs in the Innovative University of Enga.

As Chief Academic Officer, the VPAA plans, organizes and coordinates the operations of the academic and research units of the University consistent with the vision, mission and objectives of the University.

He/she is appointed by the President for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES:

1. Provides strong, dynamic academic and administrative leadership, fosters a collegial environment which encourages scholarship, teaching, and learning excellent.
2. Possesses the vision to guide the Faculties' virtual academic programmes into the future.
3. Understands and appreciates the motto, vision and mission of IUE and is able to relate it.
4. To all constituencies; aids in making decisions consistent with the motto, vision, mission, core values and objectives of IUE.
5. Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Virtual Student Learning Outcomes to meet the educational needs of students in a diverse community University environment.
6. Understands and promotes the role and use of technology in the instructional and research environment;
7. Works with the instructional staff in development of the virtual educational programmes, including the maintenance of standards and the evaluation of lecturers.
8. Plans, in coordination with other administrators and Faculty, the schedule of classes.
9. Develops and recommends academic policies and programmes based on a review of Departmental plans.
10. Approves, promulgates, supervises and coordinates the academic programmes and policies of the various Departments of the University.
11. Recommends to the President the appointment, promotion and termination of Dean, Registrar, heads of academic Department and other officers directly responsible to her/him.
12. Acts on the Dean's endorsements regarding Department appointments, promotions, tenure, leaves of absence, travel grants and resignation, and submits them, together with his/her own recommendations, to the President.
13. On behalf of the Academic Board, recommends to Council the conferment of academic degrees, and awarding of diplomas or certificates on qualified candidates for graduation in consultation with the Registrar and Controller of Examinations.

14. Approves the granting of academic honours of students upon the recommendation of the Faculty Dean.
15. Sees to the fair and expeditious handling of disciplinary and grievance cases involving academic personnel.
16. Oversees the University's academic planning and development programmes.
17. Coordinates with other divisions in the conduct of IUE-wide programmes and activities.
18. Ensures publication and implementation of e- Student Handbook and regular student-staff e- news bulletin.
19. Reviews the budget proposals of academic Departments and Faculties.
20. Formulates, in coordination with the other Vice Presidents, policies and procedures governing financial transactions with students.
21. Reviews the collated budget proposals of the Departments under her/his division and prepares the divisional budget for submission to the Executive Leadership and Management Board.
22. Submits to the President quarterly and annual reports on the state of academic affairs in the University and such other reports as are needed.
23. Attends Executive Leadership and Management Board meetings (involving the President and the three Vice-Presidents) and acts as an Academic Adviser to the University Executive Leadership and Management Board.
24. Ensures the appropriate conduct of e- examinations.
25. Ensures proper in-service and staff development are provided for the academic and non-academic staff of the University.
26. Draws up schedules of public seminars for each academic year.
27. Performs other duties that may be assigned or delegated by the President.

REQUIREMENTS AND QUALIFICATIONS:

- a. PhD or equivalent doctorate in appropriate field normally required. Master's Degree minimum or relevant postgraduate qualifications.
- b. Tertiary teaching experience normally required.
- c. Knowledge – In managing and leading organisations; understanding of Papua New Guinea culture or the ability to quickly understand and adapt; good command of the English language; knowledge of the academic environment and its role in society.
- d. Demonstrated capacity for independent research and a good record of publications in refereed journals.
- e. Committed to transferring knowledge to the community and industry for the development of products and services that benefit society.
- f. Work Experience – Minimum of 5 years' experience in Management position preferably at a tertiary institution.
- g. Experience of research and enterprise activity.
- h. Evidence of high-quality publications or other outputs in research or practice.
- i. Demonstrable ability to lead research projects, win bids and generate income is desirable.
- j. Understand equal opportunity issues as they may impact on academic content and issues relating to student need.
- k. Excellent written and verbal communication skills.

- l. Able to communicate complex and conceptual ideas to a range of groups.
- m. Able to identify potential sources of funding.
- n. Able to participate in and develop external networks.
- o. Able to demonstrate independent and self-managing working styles.
- p. Skills – Computer literate (MS Word, Excel, Access, email); experience in research; e- learning, ability to lead and motivate people; ability to work as a part of a team; forward thinking; team-oriented approach to management.

EXECUTIVE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX002
OFFICE: Of the IUE President	DESIGNATION/CLASSIFICATION: EXECUTIVE OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE of the VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: EXECUTIVE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: EXECUTIVE OFFICER

DEPARTMENT: OFFICE OF THE VICE PRESIDENT

Reports to: VICE PRESIDENT ACADEMIC AFFAIRS

Coordinates with: Executive Officer, Director of Library Services, Director of the Foundation Year, Registrar, Deans of Faculties and Director Quality

PURPOSE

The Executive Officer provides administrative support to the Office of Vice President Academic Affairs. He/she assists the Vice President Academic Affairs in coordinating her/his daily business and preparing correspondence and reports.

He/she is appointed by the President for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES:

1. Gathers information required by the Vice President Academic Affairs to assist in implantation of IUE/s vision, mission and academic objectives.
2. Assists the Vice President Academic Affairs in preparing reports required of the office, particularly for meetings such as Academic Board, Executive Leadership and Management Board, Council and Department of Higher Education, Research, Science and Technology.
3. Handles special projects assigned by the Vice President Academic Affairs and the Academic Board, including preparation of funding proposals.
4. Can be asked to serve as Secretary at particular meetings, including Academic Board.
5. Facilitates the flow of correspondence and business and action requests to and from the Office of the Vice President Academic Affairs.
6. Prepares the yearly budget of the office in accordance with the guidelines and policies issued by the Vice President University Administration.
7. Prepares quarterly and annual reports on the office activities and such other reports as may be required by the Vice President Academic Affairs, Academic Board, Executive Leadership and Management Board or Council.
8. Performs other functions that may be assigned or delegated by the Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Bachelor’s Degree in Management or relevant degree.
- b. Knowledge – in cooperating with people in the accomplishment of tasks; ability to work as a part of a team.
- c. Skills – ability to plan and organise meetings and workshops; people skills; ability to write professional business correspondence; fluent English speaker/ writer; proven team work skills; customer service work ethic; computer skills (MS Word, Excel, Access, email).
- d. Work Experience – Minimum of 2 years in management or related field.

INNOVATIVE UNIVERSITY OF ENGA’S LIBRARY

The Innovative University of Enga (IUE) believes in Library providing the best available resources to its students and faculty members. Contrary to traditional physical libraries, IUE Library will have the capacity to reach out to all its students and staff on their desktop in the University three campuses. The University aims to implement a Digitalized Library System to cater for the needs of its students, faculties members and the outside communities on its three campuses. Thus, IUE job descriptions for the Library staff aspire to provide information on Digitalized Library System (DLS) approach. To do this, the following main pillars considered in definition offered by IUE namely: staff users; students’ users; outside communities’ users and Library’s databases. Accordingly, some skills, instructional programs and qualities are needed both for users and staff of DLS with which they can interact more effectively with new technologies such as DLS are included in the document. In fact, IUE Digitalized Library

System emphasizes on research and educational functions of DLS and thus offers an approach for its implementation from a managerial standpoint but at the same time provides services to the outside communities.

Library collections have rapidly evolved from a predominance of print books and journals to an ever-growing digital resource. IUE Digitalized Library staff is expected to know how to help all users select and use digital information services such as databases, digital collections, digital archives, e-books, streaming video, discovery search products, the Internet and user-focused library interfaces and applications to offer a wide range of digital library services.

Access the resources users need for their studies online - wherever they happen to be in the IUE Digitalized Library or in PNG. They will have access to a huge range of high-quality digital resources, such as e-books, e-journals, databases, e-newspapers, and multimedia.

In addition, postgraduate students enrolled in the IUE PhD without residence programme, administered by IUE, will enjoy access to the entire electronic holdings of IUE's library resources with many databases. The virtual library's mission is to provide 24 hours/day 7 days/week access to virtual library resources in PNG that uses this cutting-edge technology to drive its knowledge acquisition process.

IUE's Digital Librarians are professionals who are responsible for organizing and preserving a digital library so that it is accessible by the students, staff, researchers and public through the internet. These librarians must maintain records of their digital collections by cataloguing them accurately. They collaborate with other ICT professionals to ensure that all information shared over the web is properly licensed, especially those donated or loaned to the library. Digital Librarians must also monitor the collection budgets and expenditures while maintaining relationships with all full members of the library and vendors associated with the digital library.

DIRECTOR OF LIBRARY SERVICES

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX003
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DIRECTOR OF LIBRARY SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: DIRECTOR OF LIBRARY SERVICES	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF LIBRARY SERVICES

REPORTS TO: Vice President Academic Affairs

ORGANISATIONAL RELATIONSHIP:

Supervises: Deputy Director Library Learning and Services Management and Data Management Technician.

Coordinates with: Vice Presidents, Research, Administrative and Finance Divisions.

PURPOSE

The Director of Library Services must be experienced and visionary leader to collaborate with the University community in positioning the IUE Digitalized Library for ongoing excellence in supporting student success and staff research. The Director of Library Services shall be deeply knowledgeable about emerging technologies and will use that understanding as a foundation for leading the library toward a new vision of serving current and future needs of IUE's staff, undergraduate and postgraduate students as well as the outside community.

DUTIES AND RESPONSIBILITIES:

1. Provide vision and leadership for the library in support of the University's mission and goals.
2. Develop and deliver a 21st century innovative strategy that the library services, particularly in relation to digital and blended learning provision meet those requirements.
3. Plan, develop, and deliver high quality library services that are accessible to all undergraduate and postgraduate students.
4. Demonstrated budget management and effective stewardship of resources.
5. Establish a process of ongoing review, assessment and improvement of library programs, resources and services that will evolve along with student needs and expectations.
6. Develop an effective and collaborative leadership team within the library.
7. Collaborate with the directors of the university's academic and student support services to leverage strengths and expand opportunities to address student needs.
8. Manage the library's operations with a focus on ongoing improvements within a stable but not expansive budgetary context.

9. Oversee budget and operations to ensure the quality and integrity of all processes.
10. Coordinate the library's Access Services functions, including personnel, policies, and procedures.

REQUIREMENTS AND QUALIFICATIONS:

- a. Doctorate in a relevant academic discipline or three years of experience at Senior Lecturer level or above in the areas of academic development or human resource development in a University or equivalent.
- b. Experience in the areas of academic programmes development and evaluation in higher education with evidence of related research and publication.
- c. Evidence of organizational and human resource development skills and higher-level computer skills are essential.
- d. Experience in Pedagogy and Didactics in higher education, educational administration and quality assurance in higher education.
- e. A minimum of three years of progressively responsible professional librarian and managerial experience, within a university library.
- f. Demonstrate knowledge of current and emerging technologies in library services, information technology and information literacy.
- g. Ability to leverage new technologies to develop a vision and new strategies to support changing student needs.
- h. Experience in meeting the diverse needs of stakeholders.
- i. Strong collaborative and communication skills
- j. Demonstrated understanding of program and service trends that support academic success.
- k. Willing and able to support and advance the University vision, mission and research, learning and teaching objectives.

DEPUTY DIRECTOR OF LIBRARY AND LEARNING SERVICES MANAGEMENT

IDENTIFICATION		
AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX004
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DEPUTY DIRECTOR OF LIBRARY AND LEARNING SERVICES MANAGEMENT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: DIRECTOR OF LIBRARY SERVICES	
SECTION: Deputy Director of Library and learning Services Management	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DEPUTY DIRECTOR OF LIBRARY AND LEARNING SERVICES MANAGEMENT

REPORTS TO: Director of Library Services

ORGANISATIONAL RELATIONSHIP:

Supervises: Digital e-Learning and Training Librarian (Three in Total), Research Information Librarian (Four in Total) and Library Assistant (Three in Total).

Coordinates with: Vice Presidents, Research, Administrative and Finance Divisions.

PURPOSE

The Deputy Director of Library and Learning Services Management is tasks to provide strategic and operational leadership for the library and learning services required by IUE's diverse learning, teaching and research communities. To develop alongside the library services the Centre for Excellence in Learning and Teaching by ensuring that it is delivering the support and research needed for academic staff and students to ensure high quality learning and teaching. To play an active role as a member of the University Leadership Team in achieving the University's objectives set out in its Corporate and Academic Strategies.

DUTIES AND RESPONSIBILITIES:

1. Implement and deliver high quality digital learning resources and infrastructure in accordance with the University's academic strategy.
2. Define and deliver against high quality standards across the service, including against the University's KPIs and external measures such as the National Standards for Quality Assurance, so that the service is recognised as a positive contributor to the University's success.
3. Lead the creative use of digital technology in collaboration with ICT Services, to enhance the reach and impact of the service across the University and externally as a positive contributor to the University's success.
4. Use qualitative and quantitative data to produce management information to monitor and evaluate library services.
5. Keep abreast of developments in higher education, scholarly communication, digital libraries, academic skills support and user needs, implementing best practice and responding to changing circumstances, ensuring continued service innovation.

6. Work closely with key stakeholders to ensure that currency, relevance, viability and high reputation of the library service.
7. Lead the library and learning resources and Centre for Excellence in Learning and Teaching staff through change, innovation and service development in response to business needs.
8. Plan and manage the financial, human and physical resources of the Library and ensure cost-effective use of resources.
9. Participate and represent the University on internal and external committees.
10. Maintain close links with Universities and staff and other professional services to deliver innovative and integrated services and actively partnering with academic colleagues and students in the pursuit of teaching excellence and scholarly activities.
11. Promote library and learning services to the whole academic community and maintain effective routes for receiving feedback from Faculties and other users, acting upon this feedback to continuously enhance the quality and impact of library and learning services.
12. Develop and manage IUE's collections of electronic resources in relation to the University's developing portfolio of programmes and research and to changing customer needs, developing the digital library and comprehensive access to e-books, e-journals, databases, data and digital objects.
13. Continue to innovate in the use of systems and technologies to deliver leading-edge services and support to both on and off campus users in a cost-effective way.
14. Lead, develop and engage a high performing professional team of staff to be positive contributors to continuous development and improvement across the service for the benefit of IUE staff and students.
15. Ensure compliance with current legislation for copyright, licenses, information and data.
16. Provide professional leadership on library and information management and associated matters, through active engagement with policy and practitioner networks in PNG and internationally, acting as an ambassador for IUE.
17. Be responsible for health and safety matters and for the pro-active promotion and implementation of all relevant equality and diversity statutory requirements and data protection issues within the Library.
18. Undertake other duties commensurate with the level of the post as may reasonably be required by the Vice-President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree and/or postgraduate qualification in librarianship/information.
- b. Professional qualification as Librarian/Information Professional
- c. A substantial and proven track record of leading successfully on library and learning support initiatives.
- d. Understanding of knowledge management and digital technologies relative to teaching, learning and research.
- e. Combines entrepreneurial skills with the ability to develop a commercially sound strategic /business plan for the service.

- f. Leading staff and large teams through change, innovation and service development.
- g. Experience of managing resources, including budgets, business plans and major change processes.
- h. Experience of modernizing library services and resources including library design, space planning and provision of a range and variety of study facilities.
- i. Track record of successful project management.
- j. Credible experience of working at a senior level in a University or similar environment, including managing large budgets and large teams of staff and effective management of change through structured programmes and projects.
- k. Experience of cost-effective delivery of systems and technologies to support library and learning services.
- l. Substantial experience of higher education, including familiarity with National Standards for Quality Assurance policy and procedures and meeting the needs of diverse students and staff.
- m. Success in building effective and collaborative working relationships with colleagues and with internal and external stakeholders
- n. Thinks analytically and strategically, and responds creatively to challenges.
- o. Customer focused approach.
- p. Excellent communication and interpersonal skills; skilled negotiator, persuasive and Assertive.
- q. Strategic management, planning and organisational skills, with the ability to translate objectives into action in a timely fashion.
- r. An entrepreneurial and innovative approach to identifying opportunities with the ability to develop and promote income generational activities.
- s. Strong leadership, people management and decision-making skills.
- t. Commitment to and understanding of equality and diversity issues within the PNG diverse and multicultural environment.

DIGITAL, LEARNING AND TRAINING LIBRARIAN

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX005,6, & 7
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DIGITAL, LEARNING AND TRAINING LIBRARIAN	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: DEPUTY DIRECTOR OF LIBRARY AND LEARNING SERVICES MANAGEMENT	
SECTION: DIGITAL, LEARNING AND TRAINING LIBRARIAN	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIGITAL, LEARNING AND TRAINING LIBRARIAN

REPORTS TO: Deputy Director of Library and Learning Services Management

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Research Information Librarian (Four in Total) and Library Services Assistant (Three in Total).

PURPOSE

The Digital e-Learning and Training Librarian is a member of the Digital Skills Training team and colleagues in a support role as a member of staff across the University involved in the delivery of training and support to staff, student and the outside uses of the Library.

She/he can also provide services to an external bodies or delegates from other institutions including PNG's Universities and Colleges, Provincial or District staff.

DUTIES AND RESPONSIBILITIES:

1. To provide an approachable, professional first line of support for Digital Skills Training users of IUE Library, taking responsibility for enquiries, training bookings, feedback, dealing with support requests in the help-centre and providing advice regarding training needs and training/ course content.
2. To administer short courses/training sessions/guest lectures/projects etc. including:
 - a. Scheduling sessions, timetabling and booking external trainers as required
 - b. Advertising, web page management, e-Newsletter mailshots etc.
 - c. Associated finances, including ordering, invoicing, and online payments.
 - d. Administration of completed training records.
 - e. Organizing meetings and minute taking for meetings as required.
3. To develop, review and maintain resources, including:
 - a. Answers knowledgebase
 - b. Online courses
 - c. Video guides
 - d. e-resource e.g. e-leaflets, course guides
4. To develop and deliver introductory level training courses or workshops.

5. To provide support to users to improve ability and confidence in digital skills e.g. through 1:1s, small group tutorials, drop-ins.
6. To assist in large or advanced level ICT workshops
7. To maintain, monitor and report on training records:
 - a. Financial records.
 - b. Student and staff development attendance and assessment.
 - c. Regular reports on activities, feedback and training services.
 - d. To provide ad hoc backup and occasional administrative support in other areas of ISS, including reception.
8. To maintain high levels of professional conduct, including but not limited to:
 - a. Co-operative engagement in tasks set.
 - b. The exercising of initiative to suggest through line managers, improvements to the service provided.
 - c. Clear and professional styles of communication at all times.
9. Such duties appropriate to the grade, that may arise through evolution, growth or restructuring and as may be directed by the Director of Information Systems Services or nominated representative.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in Education or Curriculum Development and/or postgraduate qualification in librarianship/information.
- b. Professional qualification as Librarian/Information Professional.
- c. A substantial and proven track record of leading successfully on library and learning support initiatives.
- d. Familiarity with the online library environment, including automated library systems, electronic resources, and on-line searching for reference services.
- e. Good organizational skills. Able to recognize and set priorities, and to plan and coordinate own workload.
- f. Communicate effectively in English, verbally and in writing.
- g. Good interpersonal skills including the ability to deal tactfully with people.
- h. The ability to operate computers and any other technical equipment used in the Digital Library.
- i. Commitment to quality customer service.
- j. Ability to train staff.

RESEARCH INFORMATION LIBRARIAN

IDENTIFICATION		
AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX008,09,10 & 11
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: RESEARCH AND INFORMATION LIBRARIAN	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT FOR RESEARCH AND INNOVATION AND INNOVATION	

BRANCH: N/A	REPORTING TO: Deputy Director, Library & Learning Management
SECTION: RESEARCH AND INFORMATION LIBRARIAN	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: RESEARCH INFORMATION LIBRARIAN

REPORTS TO: Deputy Director, Library & Learning Management

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Digital e-Learning and Training Librarian (Three in Total) Research Information Librarian (Four in Total) and Library Assistant (Three in Total).

PURPOSE

The Research Information Librarian supports the research, learning and teaching priorities of the University by identifying the information needs of students, academic staff and researchers and by ensuring access to and specialist support for the resources which meet them. Close liaison with academic departments and a proactive approach are vital to the team's success.

The Research Information Librarian leads the Research Support Staff and is the University subject matter expert on scholarly communication. She/he has overall responsibility for Research Information Systems (including but not limited to Research Data Management systems and the Research Repository); drafting and maintaining related University-wide strategies and policies; leading on related advocacy and the development of training resources. These activities support the University's research strategy and make an important contribution to increasing research income and impact.

A significant proportion of the work will involve collaborating with senior researchers and lecturers across the University and colleagues. Networking with external contacts is an important part of the role.

DUTIES AND RESPONSIBILITIES:

1. Take responsibility for the design and delivery of a research information service, focusing on ways in which research information can underpin and enable

research, learning and teaching activities across the University, through the implementation and development of systems and infrastructure as well as policies and advice, guidance and training.

2. Lead on the development of relevant policies to support the University's research strategy that advises also the learning and teaching activities, including open access and a research data management policy for the University, working with relevant internal stakeholders, and ensuring that policies meet the requirements of Research and Higher Degrees Board and the Academic Board and other external funders.
3. Act as the University expert on scholarly communication issues, such as the management of and access to research outputs and research data including funders data policies, requirements, open access developments, research ethics, copyright, intellectual property, freedom of information, metrics, etc.).
4. Work with other stakeholders to ensure that appropriate research and learning data can be selected, stored and preserved for long term access and made available (where appropriate) to external researchers. This will involve consulting (on an ongoing basis) key stakeholders across the University to develop a researcher-centric service.
5. Develop and improve working practices, procedures and systems to ensure efficient data curation practices and develop project plans and business cases to develop and enhance support and infrastructure in line with University requirements.
6. Work to ensure that research information systems are integrated with other University-wide and external systems wherever possible to improve the user experience for the researcher and the learner. This includes making sure that the appropriate software tools are in place to facilitate the effective storage, management and analysis of research outputs and data. This will involve liaison with technical experts across the University and externally (e.g. University Records Manager, software vendors, data storage experts, software developers) to review, recommend and implement other research management systems and/or research data archives. It will also include (but is not limited to) the linking of research data and research outputs to the University's staff profiles and other internal and external tools that increase the visibility of researchers and their research.
7. Put in place standards and tools to ensure effective access to and retrieval of research and research data over the long-term in line with best practice in the sector including metadata policies, authentication mechanisms, data curation techniques etc, and considering the specific requirements related to access to potentially sensitive research data.
8. Take responsibility for managing liaison with Faculties that raises awareness of scholarly communications issues, and highlights the significance of non-compliance and benefits of compliance to the University and to individuals.
9. Facilitate the comprehensive collection of research outputs and research data and address the varying needs of research, teaching and learning data management across different disciplines.
10. Collaborate with the collections teams in the development of library collections (online) that will support research, learning and teaching activities. Ensure that

decision making is evidence based and that value for money is central to the provision of materials and management of the learning material budget.

11. Lead on the provision of training and support for researchers, particularly new researchers, on how best to manage and store their research outputs and data. This will include promoting resources, support and the role of the repositories in the research process, as well as assisting researchers with formulating Data Management Plans and fulfilling the Data Management Planning obligations of funders.
12. Provide strategic leadership and direction for the Research Support team. Manage performance through continuous review and annual appraisal and other relevant mechanisms, including personal development plans, and lead, develop and advise on the provision of in-house and external training to meet current needs and future developments in the service.
13. Work closely with the Deputy Director, Library & Learning Management and other senior members of the directorate to develop services in a coherent and holistic manner, as well as action plans and budget planning, taking the lead on specific projects, as agreed.
14. Keep a watching brief on developments in scholarly communication / research information management and advise on their application in the University as appropriate. This will include collaboration with colleagues in national and international data centres, advisory and funding bodies and other Higher Education Institutions (HEIs) over research, learning and teaching data management issues and policies.
15. Demonstrate a commitment to continuous professional development by attending conferences and appropriate training courses to keep up to date knowledge and expertise within the sector.
16. Undertake any other duties and specific projects as may reasonably be required by the Deputy Director, Library & Learning Enhancement.

REQUIREMENTS AND QUALIFICATIONS:

- a. Research Degree and experience of a University and qualification related to information management (librarianship, information science, records management or similar) or direct experience of the research process, including elements of research data management.
- b. Awareness of issues associated with scholarly communication (including the management of research and research data in HEIs.)
- c. Experience with tools for managing digital assets or repository software.
- d. Project management skills – including experience of organizing projects.
- e. Excellent ICT skills, including familiarity with data formats and methods of data storage.
- f. Communication skills –both interpersonal and running training sessions.
- g. Ability to take ownership of tasks and act independently in light of shifting priorities.
- h. Ability to work effectively as part of a team and collaborate with colleagues across the University.
- i. Experience of staff management.
- j. Research Degree and experience of a University.

- k. Experience of specialist software.
- l. Knowledge of copyright law particularly in relation to digital media and research journals.
- m. Knowledge of funders Research Data Management policies and requirements.
- n. Experience of developing or improving a service.

LIBRARY SERVICES ASSISTANT

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX012,13 & 14
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: LIBRARY ASSISTANT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT FOR RESEARCH AND INNOVATION AND INNOVATION	
BRANCH: N/A	REPORTING TO: DEPUTY DIRECTOR, LIBRARY & LEARNING MANAGEMENT	
SECTION: LIBRARY ASSISTANT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: LIBRARY ASSISTANT

REPORTS TO: Deputy Director, Library & Learning Management

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Digital e-Learning and Training Librarian (Three in Total) and Research Information Librarian (Four in Total).

PURPOSE

The Library Assistant works within Library Policy guidelines at all times to assist in a full range of library duties and the maintenance of the library's e-collections. May participate in team-based decision making that addresses library policies and procedures at an operational level. May serve as a team leader or supervisor of junior employees.

DUTIES AND RESPONSIBILITIES:

1. Answers general questions from staff, students or outside community, referring more complex inquiries to immediate superior.
2. Assists users in the use of library e-materials and equipment.
3. Checks in and out all library materials.
4. Develop, manage and deliver basic digital skills to enable users to embrace new technologies.
5. Evaluate the effectiveness of the digital curricula of the different levels of literacy.
6. Conduct periodic digital literacy needs assessment and design customized training programs to meet changing needs, objectives and future trends.
7. Identify, evaluate and conduct training to bridge digital literacy gap among different social groups who are members of the Digital Library.
8. Continuously explore more training avenues through engaging different stakeholders that have resources namely: Digital platforms, Content, trainers, devices, etc.
9. Promote digital literacy inclusion by structuring content delivery mechanism that suite special social groups (e.g.: students, workforce, youth, women, people with disabilities etc.).
10. Monitor the delivery of training, impact assessment, reporting in view of the progress of curriculum execution and trainee skills adoption.
11. Manage all digital content used during the training sessions and platforms used as learning tools.
12. Design authentic learning experiences that develop the knowledge, skills, and attitudes necessary to be ICT enabled citizens.
13. Participates in weekend and evening rostered duties as part of the Library team.
14. Assists with routines related to library security, opening and closing procedures.
15. Performs other tasks to facilitate the use and proper care of the library and its resources as may be assigned by the Director.

QUALIFICATIONS AND SKILLS REQUIRED.

- a. Bachelor's Degree in Information Management or Advanced diploma in Computer Science or Bachelor's Degree in Information and Communication Technology and one year of related work experience.
- b. Knowledge – Good command of English and Tok Pisin.
- c. Skills – Good organizational skills including the ability to file alphabetically and numerically, excellent interpersonal skills including the ability to deal tactfully with people, basic computer skills.
- d. Work Experience – Experience in a customer-oriented environment, library work experience.
- e. Work Attitude – Committed to quality customer service.

DATA MANAGEMENT TECHNICIAN

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX015
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DATA MANAGEMENT TECHNICIAN	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: DIRECTOR OF LIBRARY SERVICES	
SECTION: DATA MANAGEMENT TECHNICIAN	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DATA MANAGEMENT TECHNICIAN

REPORTS TO: Director of Library Services

ORGANISATIONAL RELATIONSHIP:

Supervises: Server Technician and ICT Engineers/Technicians (Three in total) and Library Cleaner/Attender (Six in total)

Coordinates Library Assistant (Three in total), Digital Technologist Librarian,

PURPOSE

The Data Management Technician maintains a comprehensive University's Digital Library information e-resource, ensuring consistency and integrity of the Library data; oversees collection and reporting of complex, related information. Interprets data, including statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments and provides reports. Conducts needs assessments, designs and creates databases, and participates in testing and implementation of new applications and/or enhancements and modifications to existing systems.

DUTIES AND RESPONSIBILITIES

1. Develops and designs methods and procedures for collecting Library data, organizing, interpreting, and classifying information for input into computer and retrieval from computer, utilizing knowledge of symbolic language, optical or pattern recognition, database construction, and retrieval methods.

2. Develops alternate designs to resolve problems in input, storage, or retrieval of information, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities.
3. Consults with and advises Library staff on the use and interpretation of data; collaborates as appropriate with staff in the structuring and development of data requirements.
4. Performs needs assessment activities and works with other information systems personnel to determine feasibility of development of new databases and/or enhancements or modifications to existing databases.
5. Develops specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data.
6. Programs, debugs, and runs a variety of scheduled and ad hoc listings, summaries, statistics, labels, and other electronic and/or presentation reports.
7. Provides technical assistance and training to Library personnel in the use of personal computers, standard software packages, and on-line information systems.
8. Makes recommendations for on-line program enhancements; assists in testing and implementation of modifications and enhancements.
9. Supervises or oversees the work of programming and/or data entry staff and/or student and other employees in the Library.
10. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
11. May conduct individual, group, and/or University-based presentations related to University's Digital Library objectives and parameters.
12. May set up and maintain staff security access codes; may manage departmental staff and student's server infrastructure.
13. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in computer engineering or equivalent field or equivalent qualification preferable Master level technology degree and technology certifications.
- b. At least four years of experience directly related to the duties and responsibilities specified.
- c. Knowledge of structured programming, testing, and debugging techniques.
- d. Ability to design and implement systems necessary to collect, maintain, and analyse data.
- e. Ability to implement and troubleshoot programming changes and modifications.
- f. Ability to supervise and train assigned staff.
- g. Ability to communicate effectively, both orally and in writing.
- h. Ability to verify data input and correct errors and provides reports.
- i. Ability to interact with students, faculty and/or staff in a team environment.
- j. Knowledge of current technological developments/trends in area of expertise.
- k. Ability to provide a range of systems training and/or support activities for users.
- l. Knowledge of database construction, management, and retrieval methods.

- m. Ability to resolve data input, storage and/or retrieval problems and to design solutions and modifications.
- n. Knowledge of computer data processing principles.
- o. Knowledge of mathematics.
- p. Ability to analyse operational data requirements and to create and develop databases specific to requirements.
- q. Ability to create data capture and input specifications.

ICT ENGINEERS/TECHNICIANS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX016,17 & 18
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: ICT ENGINEERS/TECHNICIANS	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: DATA MANAGEMENT TECHNICIAN	
SECTION: ICT ENGINEERS/TECHNICIANS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ICT ENGINEERS/TECHNICIANS

REPORTS TO: **Data Management Technician**

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates Library Assistant (Three in total), Digital Technologist Librarian, Server Technician and Data Management Technician.

PURPOSE

The ICT Engineers/Technicians under direct supervision, installs, maintains, tests, and repairs systems and networks in the Library. Utilizes basic technical knowledge to support ICT initiatives and provide first-level technical information systems support to the University's Library. Resolves routine technical problems. May train student employees.

DUTIES AND RESPONSIBILITIES:

1. Performs basic problem solving and assistance on various software applications and hardware systems for department users and/or the University community.
2. Provide individual instruction and/or training to users on new or updated technologies. May train student employees.
3. Performs routine technical assistance and maintenance duties.
4. Maintains and updates record keeping system; may document projects and maintain user instructions.
5. Assists with tracking inventory levels of equipment and materials; performs data entry and maintenance of records such as, but not limited to, project documents, user instructions, general reports and/or systems errors.
6. May input billing information into a record keeping system.
7. Performs routine technological systems support, maintenance, and testing for proper upkeep of systems; troubleshoots and resolves general system hardware, software, and network failures and conflicts.
8. Assists with the review, evaluation and recommendation of solutions relating to hardware and software acquisitions and/or network updates.
9. Assists with research and development initiatives and in the implementation of new technologies.
10. Assists with the implementation of technology projects with moderate scope and impact.
11. Assists with the installation, configuration and maintenance of computers, workstations and/or other related equipment and devices.
12. Maintains currency of knowledge with respect to technology, equipment, applicable laws, regulations, standards and/or systems.
13. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in computer engineering or equivalent field or equivalent qualification.
- b. Knowledge of a wide range of computer systems software, applications, hardware, networking, and communications.
- c. Ability to perform routine preventive maintenance on systems software, applications, hardware, networking, and communications.
- d. Knowledge of current technological developments/trends in area of focus.
- e. Records maintenance skills.
- f. Ability to provide direction to staff and/or student to resolve technological issues.
- g. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- h. Ability to determine computer problems and to coordinate hardware, software, and/or network solutions.
- i. Ability to analyse and resolve basic computer problems.
- j. Ability to communicate technical guidance and instruction to users on the use of PC and/or mainframe applications and systems.

LIBRARY CLEANER/ATTENDER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX019,20,21,22,23 & 24
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: LIBRARY CLEANER/ATTENDEE	
DIVISION: NON-EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT ACADEMIC AFFAIRS	
BRANCH: N/A	REPORTING TO: DATA MANAGEMENT TECHNICIAN	
SECTION: LIBRARY CLEANER/ATTENDEE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: LIBRARY CLEANER/ATTENDER

REPORTS TO: **Data Management Technician**

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Digital Technologist Librarian (Three in total), Library Assistant (Three in total), Data Management Technician, Server Technician, ICT Engineers/Technicians (Three in total) and Library Cleaners/Attendees (Six in total)

PURPOSE

The Library cleaner/attendee is required to keep a high standard of cleanliness inside and outside of the building and perform attending jobs as required and outlined below.

DUTIES AND RESPONSIBILITIES:

I. **Cleaners duties:**

1. Ensure general cleanliness of the library inside and outside.
2. Ensure that floors outside are clean and washed every 4 weeks.

3. Ensure daily cleaning of toilets, hand basins in the ground floor before opening of the library at 8.00am.
4. Ensure daily cleaning of the surfaces of the tables in the ground and first floor before opening of the library at 8.00am.
5. Ensure daily that there is a supply of toilet paper and paper hand towels. If out of supply she/he is responsible for contacting the appropriate person for a supply of toilet paper.
6. Ensure daily that glass walls, windows and louvers are clean.
7. Daily empty all the waste baskets in the library, and remove all rubbish from the library building into a rubbish container.
8. Mop ground and first floor three times a week and the appropriate time would be after library closes at 9.30pm. The time frame may change depending on the situation.
9. Ensure restriction on the use of chemical and detergents for cleaning under the supervision of the appropriate staff.
10. Ensure caring and safekeeping of supplies and store in appropriate place after use.
11. Ensure cleanliness and tidiness of the storage room where cleaning supplies are stored and ensure inventory of all supplies.
12. Report problems and damages which can be attended to by the appropriate people.
13. Any other cleaning task delegated by the appropriate supervisor.

II. Attendee's duties:

1. Assist library staff to relieve or fill in for library staff at the control point (reception desks) when library staff is not available.
2. While at the control points she/he is to monitor and keep watch on the movement of the users using the space-study facilities.
3. Report any problems or incidents they have observed while at the control points (reception desks).
4. Assist the users in attending to researcher's information needs by finding and providing materials.
5. Ensure high standard of control and constant monitoring of researchers using the materials including e-books, e-journal, e-reports and archival material.
6. Ensure neat and tidy in the space-study area.
7. Any other attending tasks delegated by the appropriate supervisor.

III. Character Development

1. Ensure that you show respect and cooperate with your supervisor and person in authority.
2. Ensure respect for each other, avoid gossip, friction, strife and unrest amongst the library cleaners/attendees and also library staff and maintain healthy working relationship and work effectively as part of a team.
3. Ensure cleanliness and neat dressing daily.

QUALIFICATIONS AND PERSONAL SKILLS REQUIRED:

- a. Previous work experience in similar situation.
- b. Commitment to completing cleaning duties to a consistently high standard.
- c. Commitment to completing attending duties to a consistently high standard.
- d. Punctuality and commitment to attending work at a regular time each day.
- e. Honesty and hardworking.
- f. Capability to start work and finish work before the library opens each morning.
- g. Literate and able to communicate in Pidgin and English.
- h. Capable of liaising with students and staff.
- i. Simple organizing skill.
- j. Possess ability to learn new skills.

DIRECTOR OF THE FOUNDATION YEAR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX025
OFFICE: DIRECTOR OF THE FOUNDATION YEAR	DESIGNATION/CLASSIFICATION: DIRECTOR OF THE FOUNDATION YEAR	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: DIRECTOR OF THE FOUNDATION YEAR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF THE FOUNDATION YEAR

DEPARTMENT/OFFICE: Academic Division – Director of the Foundation Year

ORGANISATIONAL RELATIONSHIPS

Reports to: Vice President Academic Affairs

Supervises: Foundation Year Coordinating Officer

Coordinates with:

Vice Presidents, Deans of Faculties and
Heads of Departments

PURPOSE

The Director of the Foundation Year Programme is the Head of the Department. As the Academic Department Head, she/he is responsible for ensuring the proper management and educational focus of the Department's staff, physical equipment, and other resources. She/he is responsible for hiring staff as needed, making sure the staff collectively has the skills needed to perform the various jobs required, and providing ongoing students support and development to enhance students' academic and nonacademic performances. She/he makes sure the Foundation Year has the space needed to house the staff appropriately, and the technology and other tools to do their jobs efficiently to prepare students for further studies. In addition to overseeing the day-to-day operations of the foundation, she/he sets the example that motivates students to accomplish the foundation's goals.

DUTIES AND RESPONSIBILITIES:

1. Maintains academic excellence by observing, mentoring, and collaborating with all Faculties at the University.
2. Implements University and Department policies.
3. Conducts performance evaluations that are timely and constructive.
4. Maintains academic quality and departmental vitality through the oversight, recruitment, and retention of faculty, staff, and students.
5. Ensures smooth daily operation of the Department's programmes, staff, and physical facilities and schedules.
6. Coordinates the Department's schedule of units' offerings.
7. Manages the Departmental budget and physical and technological facilities.
8. Involves Faculties and other stakeholders in broad decision-making and planning.
9. Communicates information concerning policies, decisions, procedures, and activities to the Department.
10. Attracts and maintains a distinguished and diverse academic staff, and student body.
11. Supports and develops the motto, vision, mission, and future goals of the Department and the University.
12. Fosters positive morale and cohesiveness throughout the Department.
13. Mentors and guides the staff in the Department so that they may better mentor students, set scholarly goals, investigate creative interests within the field, and accomplish professional goals.
14. Teaches classes as needed.
15. Advocates for and supports the University through extracurricular activities including, but not limited to, additional online study.

16. Performs other related duties as assigned by the Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master Degree preferable Doctorate Degree in an appropriate academic field required.
- b. At least five years of experience in a professorial capacity required; full time lecturer preferred.
- c. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels of the University.
- d. Ability to create, maintain, analyse, and negotiate the Department budget.
- e. Ability to analyse, anticipate, and schedule units offerings.
- f. Attention to detail with a focus on thoroughness and quality.
- g. High integrity and ethical standards.
- h. Superlative academic record and standing.

ACADEMIC COORDINATING OFFICER OF THE FOUNDATION YEAR PROGRAMME

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX026
OFFICE: DIRECTOR OF THE FOUNDATION YEAR	DESIGNATION/CLASSIFICATION: DEPARTMENT OF THE FOUNDATION YEAR	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: ACADEMIC COORDINATING OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ACADEMIC COORDINATING OFFICER OF THE FOUNDATION YEAR PROGRAMME

DEPARTMENT/OFFICE: Academic Division – Department of the Foundation Year

ORGANISATIONAL RELATIONSHIPS

Reports to: Director of the Foundation Year

Supervises: Non

Coordinates with: Staff in the Department of Foundation Year

PURPOSE

The Coordinating Officer reports to the Foundation Director in all matters related to this programme and the Department. She/he provides academic leadership on Foundation pathway programmes, with the key role of managing, supporting, monitoring and appraising lecturers.

DIMENSIONS

1. Ability to teach at least one of the following academic subjects: English, Economics, Accounting, Physics, Mathematics and Computing. Teaching takes place across a range of classes varying in intensity and class size and includes lectures, seminars and tutorials.
2. Ability to teach students from a variety of cultural backgrounds and at different English language levels.
3. Line manage and take responsibility for the performance of teaching staff.
4. Ability to assess effectiveness of teaching skills against student progress and performance.
5. Ability to work with key stakeholders across the University e.g. academic Departments, Tutors, admissions office, student progression staff.
6. Ability to work with key stakeholders across other functional areas of IUE such as marketing, finance, student services; may also be required to liaise with students, student's parents, sponsors and other external stakeholders.

DUTIES AND RESPONSIBILITIES:

1. Line manage and take responsibility for the performance of teaching staff.
2. Take responsibility for classroom observations and feedback as directed by Director of the Foundation Year.
3. Oversee the digitalized production of assessed work (assignments/exams) and ensure the marking and collation of marks are completed against agreed deadlines.
4. Liaise with the appropriate contacts to ensure harmonization between English language Mathematics and other units' specific content.
5. Assist the Director of the Foundation Year with the co-ordination of the modules in the programme.
6. Liaise with colleagues at University's Faculties and Departments.
7. Assist with staff development and professional training as required.
8. Provide support in the development of units' materials.
9. Ensure teaching and assessment quality and standards are set, maintained and reviewed.

10. Provide relevant support to all students.
11. Liaise and cooperate with all relevant staff within the University to enhance the teaching provision for students.
12. Liaise with the Vice President Academic Affairs to ensure all required information is provided in a timely manner.
13. Ensure the administrative e-work (digitalized) is completed including ensuring completion of student progress reports, assessment reports and attendance records.
14. Deputize for the Director of the Foundation Year when required.
15. Be a positive and cooperative team player with all staff at the Innovative University of Enga.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master Degree in an appropriate academic field required or other postgraduate qualification in relevant area with teaching qualification
- b. At least three years of experience in a professorial capacity required; full time lecturer preferred.
- c. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels of the University.
- d. Excellent teaching, presentation, written and verbal communication skills.
- e. Up-to-date knowledge and awareness of units - related teaching methodologies.
- f. Awareness of the cultural differences amongst learners and awareness of the needs of learners in the University context.
- g. Self-motivated and ability to work independently.
- h. A team player.
- i. Versatility and flexibility to adapt the curriculum plan depending on the needs of the students.

REGISTRAR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX027
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: OFFICE OF THE REGISTRAR	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: REGISTRAR's OFFICE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: REGISTRAR

DEPARTMENT/OFFICE: Academic Division -Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to:	Vice President Academic Affairs
Supervises:	Deputy Registrar
Coordinates with:	Vice Presidents, Deans of Faculties and Heads of Department.

PURPOSE

The IUE Registrar plans, organizes, coordinates, directs and controls activities involving student recruitment, registration, student's progression, transfer, graduation and takes charge of the maintenance and safekeeping of student and Faculty records, and other vital records such as awards or disciplinary reports and documents of the University.

He/she is appointed by the President upon the recommendation of the Vice President Academic Affairs for a term of three (3) years and may be re-appointed.

DIMENSIONS

In accordance with the IUE Act 2022, Section 39, the Registrar shall:

1. There shall be a Registrar of the University to be appointed by the Council on the recommendation of the President, on such terms and conditions as may be prescribed in the University's By-laws.
2. The experience as well as the professional and academic qualifications necessary for appointment to the post of the Registrar shall be as may be prescribed in the University's By-laws.
3. The Registrar shall be a full-time officer of the University and shall;
 - a. be the administrative head of the secretariat of the University and be responsible for the provision of secretariat support to the Authorities of the University;

- b. be the custodian of the common seal and the academic records of the University;
 - c. maintain a register of registered graduates in the prescribed manner by the University's Academic Board;
 - d. supervise the process of election, appointment or nomination of members to the various authorities and other bodies as may be prescribed in the University's By-laws; and
 - e. perform such other duties as may be prescribed by the Council.
4. Subject to subsection (5), the term of office of the Registrar shall be a renewable period of three years:
 5. The Council may, on the advice of the President, terminate the appointment of the Registrar on grounds of inefficiency or misconduct in accordance with prescribed procedure by the Council".

DUTIES AND RESPONSIBILITIES

1. Assumes the responsibility for the organization and operation of the work in his/her office.
2. Has charge of and supervises the recruitment, admission and registration of students in collaboration with the Deans, Heads of Department and Vice President of Student Administrative Affairs.
3. Maintains permanent records of academic programmes outlines.
4. Maintains a register of qualified graduates and degrees and diplomas/certificates conferred.
5. Prepares, maintains and updates the permanent records of students and issues certifications, diplomas, transcripts of records, transfer credentials and other related records upon request of the Vice President Academic Affairs.
6. Prepares, in cooperation with the Vice President Academic Affairs, the Dean of Faculty, and others concerned, the official University calendar, admission and enrolment information.
7. Receives and records all students' grades and issues academic transcripts to students, parents or guardians at prescribed time.
8. Handles necessary business with the Department of Higher Education, Research, Science and Technology regarding scholarship and quota matters, and the annual provision of student statistics.
9. Assists the Vice President University Administration in providing information for determining the financial obligations of students and in collecting their unpaid accounts.
10. Serves as an *ex officio member* on the Academic Board.
11. Attends departmental assessment committees and admissions committees.
12. Prepares and submits to the Vice President Academic Affairs the budget for the office in accordance with the guidelines and policies issued by the Vice President University Administration.
13. Prepares and submits to the Vice President Academic Affairs quarterly and annual reports on the state of the office and other related reports as may be needed.

14. Is responsible for all correspondence regarding student records and other related matters.
15. Submits all reports on student admission, enrolment and graduation and any other data requested to the Vice President Academic Affairs.
16. Enforces regulations and policies regarding admission, enrolment, students' load, transfer, graduation, academic suspension and academic dismissal of students in cooperation with the Departments concerned.
17. Handles applications for admission and transfer of foreign students, as well as of PNG students who have undergone studies abroad.
18. Performs other functions that may be assigned or delegated by the Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Master's Degree preferable PhD.
- b. Knowledge – In managing databases; good command of written and spoken English; in working with records, archives.
- c. Skills – Computer literate (MS Word, Excel, Access, e-mail); ability to delegate tasks and work as a part of a team; skills in managing people and ability to motivate; ability to work confidently under stress; organisational ability; creative thinker; accurate.
- d. Work Experience – Minimum of 4 years working as a Registrar or Assistant Registrar or work experience closely related; prefer that candidate has worked in an educational institution

DEPUTY REGISTRAR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX028
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: DEPUTY REGISTRAR	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: REGISTRAR	
SECTION: REGISTRAR's OFFICE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

	DATE OF	
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IUE FILE NO.	VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DEPUTY REGISTRAR

DEPARTMENT/OFFICE: Academic Division - Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to: Registrar

Supervises: Records Retention Coordinator, Assistant Registrar Academic Scheduling, Virtual Learning Coordinator and Data Administrative Officer.

Coordinates with: Vice Presidents, Deans of Faculties, Heads of Department, and Director of Student Services.

PURPOSE

The Deputy Registrar is a senior staff member of the academic administrative team in the University. The Deputy Registrar will be responsible for the daily internal academic administration of the University and provision of prompt and accurate service to students, alumni, Faculty, administration and external agencies. The Deputy Registrar will be responsible for a whole range of activities associated with admissions and examinations in the University. These include the admission of students, the coordination of University-wide examinations and the graduation of students. She/he will oversee responses to queries from students, staff and external organizations; follow up with relevant parties in relation to prospective student enquiries, examinations and graduation as required; maintain accurate records; administer e-student's data, record-keeping; and organize public events such as open days, promotional expos and convocation ceremonies. In addition, she/he will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed by the Registrar.

DUTIES AND RESPONSIBILITIES

1. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason thus functions of the Registrar shall be performed by the Deputy Registrar.
2. The Deputy Registrar Duties and roles and responsibilities, would cover the following but not restricted to following:
 - a. Shall report to Registrar and perform all duties assigned to her/him from time to time.

- b. Shall be the custodian of the records, the funds of the University and such other property of the University as the Academic Board may commit to her/his charges.
- c. In the absence of Registrar, Deputy Registrar in consultation and approval of Vice President Academic Affairs will be responsible for IUE's academic related matter.
- d. Shall conduct all official correspondence on behalf of the authorities of the University.
- e. Shall prepare and keep the minutes of meetings of all the authorities of the University and the committees and sub-committees appointed by any of these authorities.
- f. Shall extend all support to the other divisions such as examinations, admissions, and finance.
- g. Shall in consultation with Registrar enter into the agreement; sign documents and authenticate records on behalf of the University.
- h. Shall hold in her/his custody books and records of the University. Shall perform such other duties as may specify in the rules and bye-laws or as may be specified Vice President Academic Affairs and Registrar from time to time.
Shall help in preparing documents of various statutory bodies such as DHERST.
- i. Guiding the Faculty members on various issues pertaining to academics, regulations and polices.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Master Degree.
- b. Knowledge – In managing databases; good command of written and spoken English; in working with records, archives.
- c. Skills – Computer literate (MS Word, Excel, Access, e-mail); ability to delegate tasks and work as a part of a team; skills in managing people and ability to motivate; ability to work confidently under stress; organisational ability; creative thinker; accurate.
- d. Work Experience – Minimum of three years working as a Registrar or Assistant Registrar or work experience closely related; prefer that candidate has worked in an educational institution

ASSOCIATE REGISTRAR FOR COMPLIANCE

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX029
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: ASSOCIATE REGISTRAR FOR COMPLIANCE	

DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE
BRANCH: N/A	REPORTING TO: DEPUTY REGISTRAR
SECTION: REGISTRAR'S OFFICE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ASSOCIATE REGISTRAR FOR COMPLIANCE

DEPARTMENT/OFFICE: Academic Division - Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to: Deputy Registrar

Supervises: Assistant Registrar Academic Scheduling, Virtual Learning Coordinator and Data Administrative Officer.

Coordinates with: Vice Presidents, Deans of Faculties, Heads of Department, and Director of Student Services.

PURPOSE

Reporting to the Deputy Registrar and working independently under limited supervision, the Associate Registrar for Compliance is responsible for providing support to a range of complex functions in the Office of the Registrar involving the exercise of a high degree of judgment, accuracy, and collaboration as many of the functions performed by the Associate Registrar will execute independent judgment using IUE policies as a guide. Many tasks are situational so the Associate Registrar will be responsible to reach out the impacted offices seeking a solution and/or communicate the next step to the student or faculty. The Associate Registrar's responsibilities include implementation and oversight of record management, shared responsibilities to maintain supporting technology systems, customer service relations and are expected to seek and implement solutions to achieve the Registrar's Office desired outcomes. External to the Office, the Associate Registrar will serve as the Office of the Registrar liaison to: Academic departments, and all other constituents of the University.

The Associate Registrar will support the University-wide goal of maintaining the academic integrity of IUE's academic records as well as support goals related to the overall policies and procedures of the Registrar's Office and IUE. This leadership position supports and implements assigned initiatives.

DUTIES AND RESPONSIBILITIES:

1. Ability to read, interpret and seek guidance completing mandated reporting regulations for the TESAS and HELP.
2. Ability to accurately identify data integrity and potential data correction and ability to rectify corrections that may also be outside of primary reporting office.
3. Ability to work under several varying deadlines and independently.
4. Ability to deal responsibly with confidential information and a commitment to accuracy and reporting integrity.
5. Experience with curriculum and program length and reporting needs.
6. Ability to independently and collaboratively seek solutions to challenges, efficient work performance, and to better assist those we serve.
7. Ability to collaborate within the office and also additional student support offices.
8. Ability to communicate effectively internally, cross-campus and with external audit reviewers.
9. Ability and willingness to expand professional skills.
10. Supervise Records Specialists and train to become back-up to office processes.
11. Perform annual performance evaluations, coaching and counselling.
12. Knowledgeable in higher education regulations published by the Ministry of Higher Education, Research, Science and Technology.
13. Agreement and the General Data Protection Regulation.
14. Serve as a liaison to the University Compliance Officer.
15. Become professional member to the organizations that support the role and institutional committees.
16. Data entry and verification of enrolment or degrees.
17. Ability to utilize the UNIT 10 student information system.
18. Working knowledge of Excel and advanced features.
19. Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree or relevant working experience.
- b. The Associate Registrar for Compliance experience with an integrated student information system and degree audit system.
- c. Knowledge of State and DHERST compliance issues related to the maintenance, dissemination and reporting of academic records and information is required.
- d. Three to five years of experience in a high volume, fast-paced setting providing excellent customer service within a college or university Registrar's Office or closely related higher education department is preferred.

- e. Strong Knowledge of software applications such as word processing, spreadsheet, and database management.
- f. Excellent written and oral communication skills.
- g. Ability to learn new systems and technological tools.
- h. Ability to analyse operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- i. Ability to work collaboratively in a team environment and balance priorities is essential.
- j. Ability to effectively handle interpersonal interactions at all levels, internal and external to the Office, and to handle sensitive interpersonal situations and confidential data.

ASSISTANT REGISTRAR ACADEMIC SCHEDULING

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX030
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: ASSISTANT REGISTRAR's OFFICE	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: DEPUTY REGISTRAR	
SECTION: ASSISTANT REGISTRAR's OFFICE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ASSISTANT REGISTRAR ACADEMIC SCHEDULING

DEPARTMENT/OFFICE: Academic Division - Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to: Deputy Registrar

Supervises: Non

Coordinates with:

Vice Presidents, Deans of Faculties, Heads of Department, and Director of Student Services.

PURPOSE

The Assistant Registrar Academic Scheduling is responsible for communicating accurate information on IUE programmes scheduled for delivery and on enrolment for studies to all inquiring parties and assists the Registrar in activities involving student registration, examination, transfer and graduation.

The Assistant Registrar Academic Scheduling is appointed by the President upon the recommendation of the Vice President Academic for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES

1. Responds to queries on units or programmes scheduled, entry requirements, and enrolment and keeps e-records.
2. Emails out responses, information and application forms to non-school leavers and school leavers, national schools and schools overseas.
3. Prepares information packages for Recruitment Teams.
4. Receives and processes e-applications forms; records all entries in the Student Database; prepares lists and reports for the Vice President Academic Affairs, Registrar and academic faculties and Departments; updates pre-selected lists from Departments for review by Departments; processes e-lists for final selections at DHERST by the National Online Selection System; processes final e-lists for acceptance and non-acceptance offers and processes emails outs.
5. Prepares the registration of students, prepares a master e-list of all registered students in alphabetical order.
6. Assists the Registrar with the preparation for Graduation.
7. Enters data of all enrolled students; checks enrolments and registration and files checklists; processes class attendance e-lists, student registration checklist report and maximum e-lists for distribution.
8. Distributes registered students e-list to all Departments including Student Services and the e-Library.
9. Stores all applications of non-accepted applicants for one year.
10. Prepares end of the year travelling for TESAS students.
11. Performs other duties and functions that are assigned or delegated by the Vice President Academic Affairs or the Registrar or the Deputy Registrar.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Diploma, preferably Bachelor's Degree.

- b. Knowledge – In managing databases; very good geographical knowledge of PNG; fluent in speaking and writing English.
- c. Skills – Computer literate (MS Word, Excel, Access, e-mail); organised with the ability to keep track of records through paper filing and computer storage; ability to take direction, respond accordingly and cooperate with other officers; committed; disciplined; ability to work under stress; accurate; customer service work ethic; professional phone manner.
- d. Work Experience – Minimum of 3 years working in administrative position that required keeping accurate records.

COORDINATORS OF IUE VIRTUAL PROGRAMMES

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX031
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: COORDINATOR OF IUE VIRTUAL PROGRAMMES	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: REGISTRAR	
SECTION: REGISTRAR	LOCATION INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: COORDINATORS OF IUE VIRTUAL PROGRAMMES

DEPARTMENT/OFFICE: Academic Division - Virtual Programmes

ORGANIZATIONAL RELATIONSHIPS

Reports to: Registrar

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculties and Heads of Department.

PURPOSE

The Coordinators of IUE Virtual Programmes provide overall leadership and support to the virtual programmes of Innovative University of Enga delivered in Papua New Guinea. She/he has to design and implement a long-range strategy for virtual learning programmes, blended programmes and online teaching and learning to address specific Human Resources needs of PNG. Develop programmes, policies and procedures for virtual learning programmes suitable for PNG. Oversees the daily operation of online instruction throughout the country ongoing leadership, and support.

DUTIES AND RESPONSIBILITIES

1. Strong initiative, high energy level, demonstrated ability to motivate people, and creativity.
2. Commitment to the vision and mission of Innovative University of Enga and the objectives of the Virtual learning programmes.
3. Must be able to collaborate effectively with provincial and district personnel in the Region, the general public and work with diverse groups of people.
4. Ability to relate to a wide variety of people and to observe, listen, motivate and provide leadership.
5. Demonstrated ability to design and implement short- and long-range objectives.
6. Excellent communication skills both written and verbal.
7. Ability to effectively lead, organize and direct the work of others.
8. Strong decision-making ability and resource management skills.
9. Strong analytical and problem-solving skills.
10. Strong knowledge of Learning Management Systems and virtual learning.
11. Knowledge of Microsoft Office, instructional technology and online learning best practices.
12. Knowledge of curriculum/instruction design for online learning and virtual learning programmes.
13. Experience with emerging technologies for online learning and virtual learning programmes.
14. Knowledge of instructional technology tools and their applications to the online classrooms and virtual learning programmes.
15. Proven ability to make recommendations on various topics, detailed, controversial, simple or complex.
16. Ability to handle multiple concurrent activities, work under pressure, and prioritize work effectively to meet deadlines.
17. Ability to be flexible and adapt as needed between in-person environments.

SPECIFIC & ESSENTIAL DUTIES

1. Designs and implements a long-range strategy for virtual learning programmes, blended programs and online teaching and learning for Districts and Provinces or Regions.
2. Develops programmes, policies and procedures for virtual learning programmes suitable for the working environment.

3. Oversees the daily operation of online instruction throughout the country and provide ongoing leadership, and support.
4. Manages all online programmes of IUE, Blended learning and Professional Learning in PNG.
5. Collects and analyses data compiled from each Faculty and Department that uses online instruction.
6. Remains current with online trends and policies to ensure programmes comply and meets State and/or national (PNG NQF) and international guidelines.
7. Collaborates with Curriculum and Instruction in cross-functional training to build virtual instructional capacity in teaching and learning.
8. Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
9. Performs other duties as assigned by an appropriate administrator or their representative.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum Bachelor Degree, preferable Master's Degree in Education, Instructional Technology or related field required.
- b. Skills – Computer literate (MS Word, Excel, email); skills working as a part of a team; demonstrates leadership ability; organisational and administrative ability; ability to liaise with key stakeholders in the community/industry to determine society's needs and ability to respond appropriately in the academic environment.
- c. 2 years of online teaching and/or managing virtual learning environments.

DATA ADMINISTRATIVE OFFICER

IDENTIFICATION		
AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX032
OFFICE: REGISTRAR	DESIGNATION/CLASSIFICATION: Data Administrative Officer	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: DEPUTY REGISTRAR	
SECTION: DATA ADMINISTRATIVE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DATA ADMINISTRATIVE OFFICER

DEPARTMENT/OFFICE: Academic Division - Registrar

ORGANISATIONAL RELATIONSHIPS

Reports to: Deputy Registrar

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculties and Heads of Department.

PURPOSE

In liaison with the Innovative University of Enga's Senior Leadership Team provide assistance and support in strategic management of the University's UNI 10 software and provides efficient and effective organization of the IUE's assessment, reporting, recording and tracking systems.

DUTIES AND RESPONSIBILITIES

1. Management of all aspects of UNI 10 System.
2. Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports.
3. Prepare and electronically publish UNI 10 user guides/ reports.
4. Manage system permissions within the Office of the Registrar, issuing passwords and ensuring all staff within the Office of the Registrar, have correct access to the Information Management System.
5. Co-ordination and completion of the Faculties census and other statistical
6. government reequipments.
7. Develop the use of UNI 10 Assessment Manager, Profiles and Behaviour Modules and support staff in their day to day use of the system.
8. Provide staff training and literature specific to the Facilities' use of UNI 10 and maintain the assessment database and ensure that assessment data held on students is accurate and complete.
9. Analyse the data held in UNI 10 and produce reports on progress, effort and behaviour on individual students and cohorts of students at times set out in the assessment calendar.

10. Set up and manage systems for tracking the progress of students at each key stage of the academic year.
11. Set up and maintain academic units specific mark sheets in line with University policy.
12. Manage the production of e-annual reports and interim reports on the progress of all the students in the University.
13. Provide base data for external projects and providers.
14. Disseminate reports and analyse data accordingly.
15. Ensure all new students have IUE ID files.
16. Organize internal and external examinations, organize examinations rooms, produce bespoke seating plans and timetables in Examination Organizes module within the UNI 10 system
17. Explore and develop other software applications to facilitate University operations.
18. Liaise with UNI 10 software provider to further improve the Information Management System and the University use of it.
19. Support and improve the use of UNI 10 by staff generally.
20. To develop a strategic plan of how to improve the website, how to develop the content and how to ensure this remains organized and up to date on an ongoing basis
21. Manage the University's website in liaison with relevant staff

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications –Bachelor's Degree or Vocational qualifications relating to software systems.
- b. Evidence of continuing professional development.
- c. Formal further education qualification and /or degree in relevant discipline.
- d. Relevant qualification in ICT/business administration.
- e. Analytical skills.
- f. Working in a Higher Educational Environment.
Experience of web development.
- g. Excellent ICT skills. Ability to focus on detail and accuracy when compiling reports.
- h. Excellent communication skills.
- i. Excellent organizational and planning skills including the ability to be flexible in order to achieve targets.
- j. Ability to work to deadlines.
- k. Ability to form good working relationships with colleagues and external clients.
- l. Enthusiastic, innovative and forward-looking.
- m.

DEAN OF FACULTY

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX033,34 & 35
OFFICE: DEAN OF FACULTY	DESIGNATION/CLASSIFICATION: DEAN OF FACULTY	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: FACULTY DEAN	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DEAN OF FACULTY

DEPARTMENT/OFFICE: Academic Division -Faculty

ORGANISATIONAL RELATIONSHIP

Reports to: Vice President Academic

Supervises: Heads of Departments.

Coordinates with: Other Faculty Deans, Registrar, Vice Presidents for Research, University Administration and Students Administrative Services.

PURPOSE

The Dean shall be Chairperson and Executive of the Faculty, and shall have such powers as are assigned to him/her by the Act, the By-laws, Rules, the Executive Leadership and Management Board, the Academic Board, the Faculty and the President.

The Dean shall hold office for a period of three (3) years or such lesser period as the President through IUE's Executive Leadership and Management Board may determine.

DUTIES AND RESPONSIBILITIES

I. General

The Dean is the Executive Head of the Faculty concerned, and as academic leader is responsible for positioning the Faculty strategically and for pursuing the strategic goals for the Faculty with reference to the University's Strategic Plan. The successful fulfilment of these duties requires that the relevant support service environments must provide the Dean with appropriate assistance. Exercising the leadership and management responsibilities attached to the position of Dean comprises the following, among other things:

1. Position the Faculty within the National Higher Education Policy.
2. Position the Faculty within the core activities of Innovative University of Enga, which are research, learning, teaching and community interaction.
3. Draft a business plan for the Faculty and facilitate a process to implement, in consultation with the management of the academic departments or centres at the Faculty, action plans for contributing towards IUE achieving its strategic objectives.
4. Make the financial operating target set for the Faculty.
5. Promote the Faculty nationally and internationally.
6. Ensure the wellness of staff and students.

II. Learning and Teaching

The Dean must consult with the Vice President Academic Affairs how to implement IUE's academic objectives, with the assistance of the service divisions that report to the Vice President Academic Affairs in the Faculty effectively and with the correct focus, and to establish the necessary structures that would ensure that the Faculty's academic offering is relevant and of a high quality. In finer detail, this aspect comprises the management of the following, among other things:

1. The overarching planning, development, innovation and amendment of academic programmes to ensure sensible academic outcomes, quality, effectiveness and financial viability; and the procurement of the necessary approval by the Faculty Board, the Academic Board;
2. The process of programme accreditation;
3. The optimization of the through-flow rate of under- and postgraduate students;
4. The Faculty's Committee for Learning and Teaching as well as the programme committees;
5. The external evaluation (in cycles as determined from time to time by the Department of Higher Education, Research, Science and Technology) of all Departments at the Faculty; and
6. The admission of students with reasonable potential for success.

III. Research, Innovation and Commercialization of IUE's Knowledge Base

The Dean must consult with the Vice President Academic Affairs and Vice President Research, or his or her delegate - to implement, with the assistance of the service

divisions that report to the above-mentioned functionaries, IUE's Research Policy and Strategy in the Faculty effectively and appropriately, and to establish the necessary structures that would ensure that the research conducted at the Faculty is relevant and of a high quality. In finer detail, this aspect comprises the management of the following, among other things:

1. The establishment of a thriving research culture at the Faculty;
2. The initiation and promotion of ethically justifiable research of
3. quality and of increased research output;
4. The overarching management of the faculty's research portfolio
5. to, among other things, pursue the current research focus
6. areas;
7. Supervision of the handling of internal and external research
8. funding, and compliance with responsibilities in this regard;
9. The approval or recommendation of research contracts within the power of delegation attached to the position of Dean;
10. Assistance with the establishment of young researchers; and
11. The establishment of a thriving culture of innovation and commercialization at the Faculty.

IV. Social Impact

The Dean must perform, with the assistance of the service divisions reporting to the Vice President Academic Affairs and the Vice President Students Administrative Services, the following duties with reference to the University's Community Interaction Policy and Plan:

1. Manage social impact as an integrated part of the Faculty's teaching and research activities; and
2. Create and maintain the necessary structures within the Faculty for serving the community effectively and in relevant ways.

V. Staff

The Dean must ensure, in consultation with the Vice President Academic Affairs and the Director of Human Resources or his or her delegate, that IUE's Plan and Strategy for Human Resources is implemented effectively. In this regard the Dean is responsible for managing processes or performing actions with a view to the following objectives, among other things:

1. Maintain acceptable performance standards and adhere, as far as practically possible, to the conditions of service and work agreements of all staff attached to the Faculty;
2. Promote and maintain sound personal and professional relationships among staff members, as well as between staff and clients;
3. Develop staff's expertise;
4. Promote employment equity and related objectives;
5. Draft and maintain a rolling three-year staff development plan;

6. Become appropriately involved and refer labour law issues, disciplinary matters and grievances;
7. Recommend top achievers in the Faculty as being eligible for the relevant President's Awards;
8. Make recommendations to the decision-making units within the University concerned about the filling of positions and the Administration of staff; and
9. Grant permission for staff members to take on external work.

VI. Finances

The Dean must manage, with reference to IUE's financial management principles and Financial Policy, as well as the Faculty's operating balance, and with the assistance of the Vice President University Administration, the Faculty's finances effectively and transparently, with the following as key components:

1. Manage all funds and income that are generated in the Faculty and are available;
2. Draft and maintain a business plan and rolling three-year financial plan for the Faculty regarding all income (funding streams) and funds - this includes the annual budget;
3. Draft and update forecasts regarding third-stream income for the Faculty.
4. Drive and manage fundraising initiatives for the faculty.
5. Allocate all income and funding to environments within the faculty, and use them effectively and according to regulations.
6. Manage and control the annual budget.
7. Formulate proposals for the annual calculation of study fees and the cost of materials for the various academic programmes.
8. Consider, priorities and make recommendations about all applications for funding from the Strategic Fund.
9. Report on the acquisition, application and status of income and funds that the University has available.

VII. Students

The Dean is responsible for performing actions and managing process, with the support of the relevant support service environments, with an eye to the following:

1. To recruit and retain new students in accordance with IUE's enrolment planning targets;
2. To welcome new students and orient them regarding Faculty's activities;
3. To promote student success;
4. To promote IUE's values; and
5. To establish and maintain effective communication with students

VIII. Dissemination of Information

The Dean must perform the following duties with the support of Institutional Planning:

1. Supply specific information that has not yet been added to IUE's central database on the IUE Intranet;

2. Report periodically on the activities of the Faculty and staff, and how financing and facilities have been obtained and employed

IX. Powers

The Dean possesses the following powers:

1. All Deans are *ex officio* members of the Academic Board and of the IUE Executive Leadership and Management Board. In their capacity as Academic Board members, Deans may be elected to one or more of the standing committees of Council or of Academic Board.
2. The Dean is the Chair and Chief Executive authority of the Faculty concerned and of the Faculty committee of the Faculty Board concerned (in the case of Faculties that indeed have a Faculty committee). In their capacity as Chief Executive Officer of their Faculty, Deans carry the final responsibility for delegated management decisions and have power of disposal within the Faculty.
3. Deans are accountable to the President through the Office of the Vice President Academic Affairs, or to his or her delegated officer who performs delegated coordinating powers on behalf of the President. As regards accountability, the Dean reports to the Vice President Academic Affairs and the Academic Board.
4. The Dean or his or her delegate acts as Chair of all subcommittees of the Appointments Committees of the Academic Board – regarding the filling of posts or the promotion of academic staff at the Faculty concerned. In this regard, HR must assist the Dean in ensuring that the University's regulations, guidelines and policies regarding appointments and promotions are adhered to.
5. The Dean may delegate functions in accordance with the organizational model applied at the Faculty concerned and with reference to a documented framework for delegations.
6. Deans conclude their work agreement, according to which their performance will be evaluated, with the Vice President Academic Affairs.
7. Under policy laid down by the Academic Board and Council, Deans have management authority over all staff at their Faculty. They must exercise this authority with a view to improve the Faculty's performance measured against the strategic management indicators set out in the Dean's work agreement and the business and strategic plan for the Faculty.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – PhD or Doctorate in appropriate field.
- b. Knowledge – In managing people; fluent in speaking and writing English; understanding of Papua New Guinea culture or the ability to quickly understand the culture and adapt accordingly; knowledge of the academic environment, e-learning and virtual teaching and its role in society.

- c. Skills – Computer literate (MS Word, Excel, email); skills working as a part of a team; demonstrates leadership ability; organisational and administrative ability; ability to liaise with key stakeholders in the community/industry to determine society's needs and ability to respond appropriately in the academic environment.
- d. Work Experience – Minimum of 3 years in similar position; experience as a lecturer in a tertiary institution; record of community service.
- e. Other - publications in professional journals.

HEAD OF DEPARTMENT

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX036,37,38,39,40,41,42 & 43
OFFICE: DEAN OF FACULTY	DESIGNATION/CLASSIFICATION: HEAD OF DEPARTMENT	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: DEAN OF FACULTY	
SECTION: HEAD OF DEPARTMENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: HEAD OF DEPARTMENT

DEPARTMENT/OFFICE: Academic Division - Faculty

ORGANISATIONAL RELATIONSHIPS

Reports to: Dean of Faculty

Supervises: Academic staff

Coordinates with: Other Department Heads and Registrar

PURPOSE

The Head of the Department is the executive, administrative and academic leader of the Department. He/she directs and administers the face to face learning and teaching, virtual teaching, learning and research, instructional and community outreach programmes of the Department.

He/she is appointed by the President upon the recommendation of the Vice President Academic Affairs for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES

1. Formulates and executes, together with the Faculty, departmental plans and policies in line with the aims of the University and objectives of the Department in coordination with other academic and service support units.
2. Initiates updating of academic programmes and units outlines that are responsive to student and nation needs.
3. Encourages and supports active marketing of Departmental programmes and recruitment of students to the Department.
4. Actively seeks avenues of raising funds for the Department.
5. Assumes responsibility for the organization and execution of work in the Department, including work loads of Departmental staff.
6. Coordinates the instructional, research and community service activities of the Department.
7. Prepares a semester class programme for the Department in coordination with Departmental staff and the other Heads of Departments.
8. Ensures appropriate assessment strategies are adopted.
9. Recruits and selects students to the faculty on the basis of established criteria and procedures.
10. Recommends to appropriate authorities the employment, retention, development, promotion, termination and retirement of Departmental staff.
11. Ensures that new Departmental staff receive an orientation program that acquaints them with the physical and organizational structure, motto, vision, mission, objectives, policies and practices of the University in general and of the Department in particular.
12. Ensures that new teaching staff who are new to the University environment receive adequate mentoring, support and guidance on teaching methodology and expectations with special focus on virtual learning and detaching.
13. Encourages membership and participation of faculty and staff in professional associations as part of continuing education.
14. Organizes continuing education activities for Faculty/staff development in coordination with other Department Heads and Offices.
15. Attends to his/her own personal and professional Administration.
16. Recommends the acquisition of appropriate, updated and relevant e-textbooks, references and other learning resources.
17. Sees to it that innovative instructional/research/non-traditional approaches and materials are utilized.
18. Conducts a performance evaluation of Faculty and staff of the Department at the end of every term/year.
19. Evaluates student records as basis for admission and retention.

20. Chairs departmental Admissions Committee.
21. Chairs departmental Assessment Committee.
22. Chairs regular Departmental meetings (at least two times a semester) and communicates University policies, procedures and other pertinent information to Departmental staff.
23. She/he is a member *ex officio* of Faculty Academic Board.
24. Provides quarterly reports to the Faculty Academic Board on Departmental activities.
25. Sees to the efficient and maximum use and maintenance of Departmental resources, classrooms and facilities.
26. Represents the Department in conferences and meetings within and outside the University.
27. Maintains harmonious relations with Faculty, staff, students, of the Department and those of other Departments.
28. Prepares, in consultation with Departmental staff, the proposed annual budget for the Department, and submits to the Dean of the Faculty, in accordance with the guidelines and policies of the Vice President University Administration.
29. Performs other duties that may be assigned or delegated by the Dean of Faculty or Vice President Academic Affairs.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Master’s Degree, preferable a PhD or Doctorate in appropriate field.
- b. Knowledge – In managing people; fluent in speaking and writing English; understanding of Papua New Guinea culture or the ability to quickly understand the culture and adapt accordingly; knowledge of virtual learning and teaching, knowledge of the academic environment and its role in society.
- c. Skills – Computer literate (MS Word, Excel, email); skills working as a part of a team; demonstrates leadership capacity; organisational and administrative ability; ability to liaise with key stakeholders in the community/industry to determine society’s needs and ability to respond appropriately in the academic environment.
- d. Work Experience – Experience in HRM Minimum of 3 years; experience as a lecturer in a tertiary institution; record of community service.
- e. Other - publications in professional journals within the country.

DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY

IDENTIFICATION		
AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA044
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS
SECTION: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Vice President Academic Affairs

Supervises: ICT Infrastructure Manager, Information Security Manager, Information Administration and Communication Technology Manager, Students and Staff Support Services Manager, Cloud and Platform/s Manager and Data Management and Reporting Manager

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department.

PURPOSE

The Director of ICT Innovation and Academic Technology is an innovative, creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the University. Oversees best practices involving digital tools and integration of technology into daily practical classroom use and research. She/he needs to be a big picture thinker and a hands-on implementer, the Director of ICT Innovation and Academic Technology engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

The Director of ICT Innovation and Academic Technology must be a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the IUE's curriculum and instruction. The Director of ICT Innovation and Academic Technology oversees staff development opportunities to meet the diverse

learning needs of staff as it relates to integrating technology into academic programming.

DUTIES AND RESPONSIBILITIES:

1. The Director of ICT Innovation and Academic Technology is responsible for planning, implementing, directing and maintaining the IUE's use of educational and research technology within the instructional curriculum.
2. Evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology.
3. Assisting administrators and lecturers, providing professional development for educational technology and overseeing the IUE's Online Learning Plan.
4. Communicates with parents, students, employees, administrators and outside the University for the purpose of providing administrative support, enhancing program awareness and assisting with program implementation and conflict resolution.
5. Collaborates and coordinates the design, planning, support, professional development and implementation of technology use in teaching, learning, research and IUE curriculum for the purpose of improving student learning experience in all subject areas.
6. Develops and directs the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet IUE educational program goals while adhering to all relevant regulations and guidelines.
7. Collaborates with the Director of Project and Infrastructure Development and the IUE Executive Leadership and Management Board to develop, evaluate, and implement technology plans and assists in the creation and management of the Online Learning.
8. Manages personnel who are available to meet program, IUE needs and objectives.
9. Directs program assessments for the purpose of ensuring that technology standards for lecturers and students meet program goals and IUE academic guidelines.
10. Directs, analyses and evaluates a variety of program related data (e.g. student assessments, lecturers' assessments, emerging technology trends, requested applications, systems and hardware, etc.) for the purpose of ensuring availability of technology resources needed to meet student, and staff objectives while adhering to budget limitations.
11. Identifies, develops and reports program related technology assessment results for the purpose of directing student and lecturer's growth toward technology integration, technology literacy and technology use.
12. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the University to external individuals and/or organizations.
13. Prepares a variety of materials (e.g. presentations, reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
14. Responds to inquiries for the purpose of providing information and/or direction.

15. Performs other tasks and assumes other responsibilities as assigned.
16. Knowledge of privacy laws and digital literacy for staff and students.
17. Create online learning and all facets thereof; laws, programs, set-up, professional development, scope of instruction
18. Knowledge of current instructional practices, principles and techniques of instructional technology.
19. Principles and techniques for project planning, scheduling and control, public sector business practices and emerging trends in instructional technology. Use of technology to support instruction in all Facilities curriculum content areas.

REQUIREMENTS AND QUALIFICATIONS:

- a. Masters' Degree in Information Technology or other teaching qualification.
- b. Evidence of relevant and challenging continuing professional development.
- c. Knowledge and experience in ICT.
- d. Experience in leading the vision, strategic planning and implementation of Educational Technology and Innovation initiatives.
- e. Experience in highly effective relationship management with a variety of stakeholders.
- f. Record of excellent personal success as a classroom lecturer and a passion for own academic subject.
- g. Experience of developing and implementing digital projects in an educational environment.
- h. Successful experience implementing various technologies in instructional and classroom settings.
- i. Experience in providing professional development and/or recent mentoring and/or support experience.
- j. Must be able to collaborate and cooperate with other departments/
- k. A minimum of three (3) years of experience in Higher Education.
- l. Have the ability and willingness to inspire others; leading by example, role modelling the IUE's vision statement: Education for Life and Leadership
- m. Be flexible and capable of managing change and instilling high standards.
- n. Be highly motivated, ambitious and collaborative and willing to take the initiative.
- o. Have high levels of honesty and integrity in aspects of their role.
- p. Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them.
- q. Be able to think strategically and drive improvements in student welfare and their wider learning experiences.
- r. Be flexible and able to manage change.
- s. Have excellent organizational, communication and interpersonal skills.
- t. Demonstrate strategic leadership and the ability to lead and manage a team to deliver the digitalized IUE development plan effectively.

ICT INFRASTRUCTURE MANAGER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA045
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: ICT INFRASTRUCTURE MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT	
BRANCH: N/A	REPORTING TO: Director of ICT Innovation and Academic Technology	
SECTION: ICT INFRASTRUCTURE MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

History of Position

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ICT INFRASTRUCTURE MANAGER

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director of ICT Innovation and Academic Technology

Supervises: ICT Engineers/Technicians. Lead team of 4 permanent staff.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Information Security Manager, Information Administration and Communication Technology Manager, Students and Staff Support Services Manager, Cloud Services and Platform/s Manager and Data Management and Reporting Manager.

PURPOSE

The ICT Infrastructure Manager leads and manages the efficient, innovative, sustainable and cost-effective ICT infrastructure functions and services at the University. In addition to fixed, network, mobile and wireless telecommunications

services this also includes specialist database support, virtualized server infrastructure and hosted systems, and datacentres support and maintenance.

The role of the ICT Infrastructure Manager ensures the ICT Infrastructure functions and services are resilient, secure, well designed, accessible, and are adaptable to support the University's changing needs. A students and staff-focused service excellence culture is essential, through leadership, consultation and management to ensure IUE students and staff requirements are delivered to high standards, agreed costs and on time.

DUTIES AND RESPONSIBILITIES:

1. Lead and manage the development, procurement and proactive maintenance of ICT Infrastructure services.
2. Identify and evaluate the value of all ICT Infrastructure services and agree their criticality to University operations.
3. Ensure services evolve in line with IUE needs and new technologies, and contribute to strategic initiatives as key enablers to the architecture.
4. Build plans to protect the infrastructure investment using a modern, forward looking asset management framework.
5. Establish and monitor the ongoing utilization of infrastructure services and establish measures to pre-empt future needs across data, bandwidth and resilience for all services.
6. Support a high-performance culture, and form the basis for evaluation of effectiveness and improvement planning.
7. Proactively seek feedback from multiple channels to drive customer service excellence.
8. Provide input to enterprise and solution architectures and align infrastructure standards, tools and methodologies to these.
9. Undertake appropriate levels of planning across infrastructure assets to ensure the University's future needs are met and costly unplanned replacement and upgrades are avoided.
10. Deploy resources for optimal coverage of services, with expertise balanced across the full range of systems to mitigate single points of failure situations.
11. Plan to ensure an appropriate balance of business-as-usual activity and new operational/strategic project activity.
12. Develop, implement and regularly test business continuity, emergency, incident response and recovery plans.
13. Ensure comprehensive disaster recovery architecture is maintained and agreed infrastructure related services are in place during business continuity events.
14. Evaluate and respond to sensitive and contentious operational or service delivery issues to minimize technical, financial, reputational and business risks.
15. Take action to anticipate systems and services issues, investigate, resolve and fully document solutions and preventative measures with oversight and accountability for high quality knowledge base.
16. Provide reliable expert technical advice, analysis and recommendations and build relationships across key customer/stakeholder groups and identify opportunities to further meet their IUE needs; foster relationships with ICT peers.

17. Oversee the development of business cases and feasibility studies and partner with the ICT Services Project Unit and Project Management Office, to support planning and successful delivery of related projects.
18. Maintain strong partnerships with vendors and suppliers; oversee and contribute to product evaluations, service selections and tender assessment in accordance with Procurement procedures. As applicable manage outside contracts and monitor performance against agreed service levels.
19. Lead and implement a culture of innovation, service excellence, performance and safety, investigate ways to continuously operationally improve the ICT Infrastructure activity.
20. Actively participate and effectively work as part of the ICT services leadership team in developing strategy, collaborating with peers and creation and contribution to business cases, feasibility studies and special reports.
21. Implement effective budgeting and business planning for the ICT Infrastructure activity.

REQUIREMENTS AND QUALIFICATIONS:

1. Master's Degree in computer science, electrical or electronic engineering, information technology or equivalent.
2. At least two years' experience in :
 - a. Network engineering.
 - b. Systems security and disaster prevention and recovery.
 - c. ICT related risk management.
 - d. Computer communications.
 - e. WAN/LAN Management.
3. Operating system installation and troubleshooting (Unix, Windows, Linux etc.)
4. Applications (Database management systems, MS Office etc.) support.
5. Relevant ICT related certifications.
6. Good problem diagnosis and solving skills.
7. Paying attention to detail.
8. Ability to meet set goals and to work under pressure with minimum supervision.
9. Good written and verbal communication skills
10. Driver's license.

INFORMATION AND SECURITY MANGER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA046
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: INFORMATION SECURITY MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT	

BRANCH: N/A	REPORTING TO: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY
SECTION: INFORMATION SECURITY MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: INFORMATION AND SECURITY MANGER

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director of ICT Innovation and Academic Technology

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, ICT Infrastructure Manger, Information Administration and Communication Technology Manager, Students and Staff Support Services Manager, Could Services and Platform Manager and Data Management and Reporting Manager.

PURPOSE

The Information Security Manager is responsible to carry out technical vulnerability assessments of ICT systems and processes at Innovative University of Enga , identifying potential vulnerabilities, to make recommendations to control any risks identified and to ensure they are implemented.

The Information Security Manager is also responsible for maintaining the safety and security of the IUE's network systems including iCloud, preventing unauthorized access and malicious attempts at stealing information and confidential data. The Information Security Manager identify the IUE's research, learning and teaching needs to develop and design technology solutions with the help of system analysts and computer engineers. She/he schedules the configuration and upgrades of network infrastructure to avoid system downtimes and ensure efficient navigations and transitions

The Information Security Manager attends rapidly and effectively to ICT security incidents, managing them in a professional manor including computer forensics for evidence gathering and preservation. Appropriate and sensitive handling of effected staff and students and efficient liaison with external and law enforcement agencies when required.

DUTIES AND RESPONSIBILITIES:

1. To be responsible for the coordination of regular Information Security Reviews in the University and with partner organizations by conducting assessments of the President Office, the Vice Presidents Offices, Faculties and Departmental systems, processes and infrastructure and making recommendations to minimize risks identified.
2. To work closely with the Executive Leadership and Management Board to assist and provide input to ensure that University policies and procedures for Information Security are effective are adhered to. To be proactive in making recommendations for updates to policies and procedures as required.
3. To provide high quality Information Security guidance documentation and training.
4. To lead by example and provide good security guidance and advice on best practice to service managers, staff at all levels and students of the University and partner organizations.
5. To provide high quality guidance and assistance to departmental staff in research projects with challenging information security requirements.
6. To be the definitive point of contact for all members of the University seeking advice on information security
7. To oversee the IUE information security risk register and carry out actions to mitigate risks identified.
8. To liaise with external security agencies where required and ensure that any information requested is provided on a timely and secure basis, to represent the University in Information security fora.
9. To lead and manage the virtual Information Security team spanning IUE.
10. To keep up to date with security trends, threats and control measures, to be an active member of the ICT team particularly those working within IUE e-library, engaged in research and the Office of the Registrar.
11. To develop and maintain an excellent working relationship with PNG's Government Cyber Security.
12. To maintain high levels of professional conduct, including but not limited to: co-operative engagement in tasks set; the exercising of initiative to suggest, through line managers, improvements to the service provided; and clear and professional styles of communication at all times.
13. To manage other activities that may arise through evolution, growth or restructuring.
14. Such duties appropriate to the grade, as may be directed by the Director of ICT Innovation and Academic or nominated representative.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in Information Technology, Computer Science or a Business Administration/Management Information Systems related field required
- b. At least two years' experience in information security, privacy, system/network administration and support required.
- c. Strong and effective written, verbal, presentation and facilitation skills with the ability to collaborate with team members, business partners and stakeholders at all levels of the University.
- d. Awareness of different technology and domains (mainframe, client server, web, portal, new development, infrastructure, server, etc)
- e. Excellent critical-thinking and technical skills, especially in resolving network issues and monitoring technology projects.

INFORMATION ADMINISTRATION AND COMMUNICATION TECHNOLOGY MANAGER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA047
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: INFORMATION ADMINISTRATION AND COMMUNICATION TECHNOLOGY MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	
SECTION: INFORMATION ADMINISTRATION AND COMMUNICATION TECHNOLOGY MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: INFORMATION ADMINISTRATION AND COMMUNICATION TECHNOLOGY MANAGER

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director of ICT Innovation and Academic Technology

Supervises: ICT Engineers/Technicians. Lead team of 6 permanent staff.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, ICT Infrastructure Manager, Information and Security Manager, Students and Staff Support Services Manager, Cloud Services and Platform/s Manager and Data Management and Reporting Manager.

PURPOSE

The Information Administration and Communication Technology Manager is responsible for the Information Management/ Administration and Communication Technology at the Innovative University of Enga.

There are three major areas of responsibilities for the management/administration of information technology across the University, these are:

1. The Senior Executive Leadership Team - IUE Academic Board and the Executive Leadership and Management Board;
2. Information Strategy & Technology Services; and
3. Academic Units, Central Units of the University and Research activities.

DUTIES AND RESPONSIBILITIES:

- I. The responsibilities for the Senior Executive Leadership Team - IUE Academic Board and the Executive Leadership and Management Board are:
 1. To approve annual plans and investment priorities for Information Administration and Communication Technology which support the attainment of the University's vision, mission and objectives as outlined in the University's strategic plan.
 2. To ensure that ICT capital planning is well integrated with the University's other capital planning processes (e.g. for Facilities and Research Infrastructure).
 3. To review and approve information and communication technology policies as required over time.
 4. To utilise the following overarching principles in the ongoing development and enhancement of the University's information services.
 - a. Service focused and proactive
 - b. Anytime, anywhere and any device
 - c. Value for money
 - d. Supporting continuous innovation
 - e. Scalable, reliable and agile
 - f. Frictionless systems
 - g. Data wise
 - h. Professional

II. Information Strategy and Technology Services

Responsibilities of the Information Administration and Communication Technology Manager's Department are:

1. To coordinate the University wide ICT support through an ICT, Help Desk which assists students and staff to make best use of the University's ICT environment.
2. To manage the University wide hardware and software purchasing arrangements.
3. To provide technical support, development and management of communication services such as fixed and wireless data networks, telephone systems, voicemail, and high-speed access to the internet.
4. To provide technical, support, development and management of collaboration facilities such as email, calendaring, instant messaging and document sharing.
5. To provide technical support, development and management of campus computing access points for students in the form of general-purpose computer pools, barns and walk ups.
6. To provide technical support, development and management of teaching technology in teaching spaces.
7. To provide technical support, development and management¹ of all direct end user (and related) information technology hardware, software and networking facilities associated with staff (academic and professional) and post graduate research students associated with the Faculties, Vice Presidents Division and other IUE Units.
8. To provide technical support, development and management of all information technology hardware, software and networking facilities required to satisfy local administrative, teaching and learning and research requirements in Academic Units, Central Units and Research Units.
9. To provide technical support for students associated with the Faculties, Vice Presidents Division and other IUE Units using hardware and software provided and managed by the Academic Units, Central Units and Research Units.
10. To provide ensuring staff and students associated with the Academic Units, Central Units and Research Units use ICT services in a manner consistent with the University's acceptable use of ICT facilities policy and related guidelines.
11. To provide technical support, development and management of the systems which comprise the University's online research, teaching and learning environment including learning online.
12. To provide technical support, development and management of the systems which support the University's research management and research education processes.
13. To provide technical support, development and management of the systems which facilitate the University's core administrative processes, including the student information system, the human resource management system and the finance system.
14. To provide technical support, development and management of the University's data.
15. To provide integration hub, data warehouse and business intelligence environment.
16. To provide technical support, development and management of the staff and student portal and the corporate web.

17. To provide technical support, development and management of the central infrastructure (servers and data storage) which underpins University wide ICT systems and services.
18. To identify and manage ICT based risks and disaster recovery planning for Information Administration and Communication Technology provided services.
19. To develop and manage the University data centres.
20. To provide technical project management services for major, University wide ICT projects.
21. To provide development, maintenance and communication of policies, procedures and guidelines for the use of information technology within the university.
22. To involve cost centre staff in appropriate consultation regarding information technology decisions which will have a significant impact on cost centres.

III. Academic Units, Central Units and Research Units

Responsibilities of the Information Administration and Communication Technology Manager's Department for the Academic Units, Central Units and Research Units are:

1. To provide the cost of all direct end user (and related) information technology hardware and software associated with staff (academic and professional) and post graduate research students associated with the Academic Units, Central Units and Research Units.
2. To provide the cost of all information technology hardware and software required to satisfy local administrative, teaching and learning and research requirements in Academic Units, Central Units and Research Units.
3. To manage payment of recurrent charges incurred by staff and post graduate research students associated with the Academic Units, Central Units and Research Units for the use of external voice, data networks and associated services.
4. To ensure staff and students associated with the Academic Units, Central Units and Research Units use ICT services in a manner consistent with the University's acceptable use of IT facilities policy and related guidelines.
5. To ensure that Information Administration and Communication Technology Department is informed of any plans or proposals by the cost center which may have an impact on the University's information technology infrastructure.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in computer science, electrical or electronic engineering, information technology or equivalent.
- b. At least three years' experience in:
 - Network engineering.
 - Systems security and disaster prevention and recovery.
 - ICT related risk management.
 - Computer communications.
 - WAN/LAN Management.
- c. Operating system installation and troubleshooting (Unix, Windows, Linux etc.)
- d. Applications (Database management systems, MS Office etc.) support.
- e. Relevant ICT related certifications.

- f. Good problem diagnosis and solving skills.
- g. Paying attention to detail.
- h. Ability to meet set goals and to work under pressure with minimum supervision.
- i. Good written and verbal communication skills
- j. Driver's license.

STUDENTS AND STAFF ICT SUPPORT SERVICES

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA048
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: STUDENTS AND STAFF ICT SUPPORT SERVICES MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	
SECTION: Students and Staff ICT Support Services Manager	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: STUDENTS AND STAFF ICT SUPPORT SERVICES

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director of ICT Innovation and Academic Technology

Supervises: ICT Engineers/Technicians. Lead team of 6 permanent staff and other ICT support staff assigned to provide cover including temporary staff.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, ICT Infrastructure Manager, Information and Security Manager, Information Administration and Communication Technology Manager, Cloud Services and Platform/s Manager and Data Management and Reporting Manager.

PURPOSE

The Students and Staff ICT Support Services Manager is responsible for the day-to-day management of the ICT Service Desk function within an allocated rota period developing a high-quality customer-focused IT Service Desk for all staff and students of the University, maximising first point of contact resolution rate and ensuring consistent response.

The Students and Staff ICT Support Services Manager drives the incident and service request management process through effective queue management, impact assessment, liaising and building relationships with colleagues in the ICT Department and providing timely communications to the user community.

The Students and Staff ICT Support Services Manager, due to the nature of role, will be working unsocial hours when required.

- The Manager or the staff will be required to carry a mobile phone and be contactable at reasonable times.
- The Manager or the staff will be required to be available to respond in a major incident within the ICT service that may be impacted by the technology breakdown.
- The Manager or the staff may be required to be on-call on a pre-arranged rota basis, but no more frequently than one week in four.

DUTIES AND RESPONSIBILITIES:

1. Guide and support the Service Desk team dealing with incidents, service requests, and advice, ensuring correct prioritization of incidents and service requests based on impact to users to ensure agreed targets and service levels are met and appropriate quality standards achieved.
2. Assist analysts in providing first line support when workloads are high by carrying out Service Desk duties, performing quality assurance on all incidents.
3. Negotiate resolution of incidents with appropriate ICT Managers and Team Leaders, maintaining final ownership and ensuring speedy and effective resolution on behalf of users.
4. Ensure appropriate skills are developed and maintained by the Service Desk Team and appropriate staffing and skill levels are maintained throughout operational hours by managing shift schedules to provide cover on telephone service and on counter service at both campuses.
5. To identify and manage high impact incidents in the absence of the Service Desk manager.
6. Escalate potential service level failures with appropriate ICT Managers and team leaders to achieve agreed service levels and act as first escalation point in dealing with students or staff complaints.
7. To identify trends and patterns of ICT support needs, raise awareness of need for change in policies, strategies, staff development, resource allocation by production of weekly rotas, and on effective use of Information and Communication Technology.
8. Maintain detailed knowledge of the University's desktop hardware, software and operating systems, and broad knowledge of the networking and server technologies.

9. Act as super user of the ICT service management software and analyses information to identify patterns and underlying problems, recommending solutions to ICT Services Management Team.
10. Monitor, review, evaluate, recommend and implement ICT support procedures, techniques and adopt tools to achieve maximum quality, continuous service improvement and value for money.
11. Contribute to the review and negotiation of the generic University wide service level agreements, escalating where service level targets are at risk.
12. Identify Service Desk staff training needs and in collaboration with the Director of ICT Innovation and Academic Technology, ensure staff training and awareness sessions are provided as part of the change management process where new services/technologies are being implemented or where deployments may affect volumes of calls on the Service Desk.
13. Develop and maintain excellent working relationships with all users and ICT colleagues and work collaboratively to develop and provide integrated and seamless delivery of services to the University.
14. Attend service liaison meetings with students and staff representatives and represent Service Desk Manager in their absence.
15. Engage with external agencies to identify and promote emerging technologies, produce briefing e-papers for ICT Services Management Team.
16. Maintain a personal development programme, measuring performance against Key Performance Indicators, as agreed with Director of ICT Innovation and Academic Technology and in line with team objectives.
17. She/he must at all times carry out her/his responsibilities with due regard to the University's dignity, diversity and equality policy statement.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in computer science, electrical or electronic engineering, information technology or equivalent.
- b. Substantial experience of working in an ICT support environment with significant experience in a Help Desk/Service Desk capacity.
- c. Very good understanding of ICT Service provision in a medium to large organization and its impact on a wide and diverse user base.
- d. Experience of Help Desk management systems.
- e. Knowledge of Desktop Systems Hardware.
- f. Knowledge of Desktop Operating Systems and Applications.
- g. Broad knowledge of networking and server technologies.
- h. Knowledge of relevant current and emerging technologies.
- i. Knowledge of IUE Service Desk, incident and problem management processes.
- j. Understanding of the ICT support needs of Higher Education Institution.
- k. Leadership and organizational skills.
- l. Effective oral and written communication skills.
- m. Analytical and Problem-solving skills.
- n. Methodical and disciplined approach.
- o. Working with technical references.
- p. Time management skills.
- q. Team worker.

- r. Self-reliant and proactive.
- s. Flexible with ability to multi-task.
- t. Ability to work under pressure.
- u. Commitment to life-long learning.
- v. Proven customer focus.

CLOUD SERVICES AND PLATFORM MANAGER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA049
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: CLOUD SERVICES AND PLATFORM MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	
SECTION: CLOUD SERVICES AND PLATFORM MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: CLOUD SERVICES AND PLATFORM MANAGER

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director of ICT Innovation and Academic Technology

Supervises: ICT support staff assigned to provide additional assistance including temporary staff.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, ICT Infrastructure Manager, Information and Security Manager, Information Administration and Communication Technology Manager, Students and Staff Support Manager and Data Management and Reporting Manager.

PURPOSE

The Cloud Services and Platform Manager is responsible for managing Innovative University of Enga data. The Cloud Platform Manager focus on implementing and standardizing new cloud technologies to support the management of data as a strategic asset, operational cost optimization, and integration with a data governance platform. This management role will split time between hands on development using Python, Java, Spark, and SQL and managerial activities.

- The Cloud Services and Platform Manager will require working lock step with data architecture and focusing on maintaining and creating standards to modularize data frameworks and define patterns for data functionalities. The Cloud Platform Manager will also support the build of modern cloud platform data solutions that are scalable across many disparate systems and result in curated and consumable outputs to support analytic and data science initiatives.
- The Cloud Services and Platform Manager has to have outstanding communication skills, proven data infrastructure design and implementation capabilities, strong business acumen, and an innate drive to deliver results.
- She/he be a self-starter, comfortable with ambiguity working in a fast-paced dynamic Innovative University of Enga environment.

DUTIES AND RESPONSIBILITIES:

1. To manage and lead the delivery and development of the Cloud Support Services across the University.
2. To provide the final point of escalation and ICT expertise on all matters relating to the Cloud support and development.
3. In conjunction with the key stakeholders, set the strategic direction of the University's Cloud System.
4. Responsible for ensuring the University is optimizing its investment in this system, through the adoption of new functionality, features, and best practices to ensure the continuous development and maturity of the product purchased.
5. Responsible for leading and managing the planning, delivery, and development of the IUE Cloud system.
6. Responsibility for leading on the future ICT requirements, specifically relating to the Cloud System, of the University and for obtaining the right investment in associated best of breed solutions and keeping up to date with the rapidly changing ICT landscape.
7. Responsible for owning the operating and support model for the University's Cloud solutions.
8. Work collegiately with key stakeholder and University Senior Management and make a proactive contribution to the delivery of departmental and corporate objectives.
9. Provide leadership and management to achieve high performance and effective operational delivery, which will include managing the effective use of resources and staff.

10. Responsible for leading and managing the complex portfolio of Technical and Functional modules within the IUE Cloud System, with specific emphasis on ensuring that the technology is kept up to date and is resilient.
11. Manage and lead the delivery and development of the future ICT roadmap for the University's digitalized objectives.
12. Responsible for driving change forward, engender a positive result focused working environment to reduce resistance to technology related change and address concerns and uncertainty surrounding change.
13. Ensuring that systems are fit for purpose, utilized properly and are resilient, including safe from cyberattacks, this will involve liaison with senior stakeholders across the University which the team provide a support service for.
14. Oversee, lead, and provide management, direction, and advice on the work of the IUE Cloud.
15. Manage staff to ensure professional standards are achieved and maintained; including relevant services being highly available, technical documentation is produced and kept up to date as necessary, changes are implemented in line with correct procedures, including testing and authorization to ensure effective delivery of a high-quality ICT service by the IUE Cloud Support team.
16. Own and enhance the governance, operating and support model with associated processes and procedures required to effectively manage the IUE Cloud system, key tasks include:
 - a. Environment Management (production, test, development, and project environments)
 - b. Release management (impact analysis and regression testing).
 - c. Change management processes.
 - d. Problem and incident management processes.
 - e. Monitoring and reporting.
 - f. Documentation and training requirements.
17. Working with the appropriate teams/third party to ensure deployment of any agreed new features/functionality.
18. Manage third party suppliers to ensure the smooth operation of the service, including, contracts and licensing.
19. Maintain an up-to-date and authoritative knowledge of new developments in relevant technology, particularly in relation to its application within a Higher Education context.
20. Take a proactive role in liaison with cloud and software suppliers and ensure effective working relationships are created and maintained.
21. Liaise closely with all staff to share and develop best practice and contribute to staff training and development activities.
22. Work closely and collaboratively as required with the ICT Information Security Manager.
23. Follow the approved methodology, ensure the successful management of key projects that may include high profile University wide initiatives or involve national or international partners. This includes the management of project budgets as required.
24. Be responsible for the Day-to-Day management of the allocated budget.

25. Be proactive in establishing and maintaining a close working relationship with appropriate end user management.
26. Make recommendations to Senior Management on staff development requirements relating to members of the team and, when necessary, arrange and/or deliver training as required.
27. Take a lead role in the evolution of departmental policies, procedures and standards and ensure they are adhered to.
28. Act as a point of authority for the area of responsibility.
29. Both formally and informally to be proactive in promoting the image of Could Services and Platforms within the University, the wider higher education community and the national and international user communities associated with technical and functional use of our corporate systems.
30. Provide leadership and support to the ICT team supporting personal development, agreeing objectives, and maintaining responsibility for their overall performance.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in computer engineering or equivalent field or equivalent qualification preferable Master level technology degree and technology certifications;
- b. Five years of experience in an engineering role using Python, Java, Spark, and SQL.
- c. Expertise with leading, managing and hiring a team of talented engineers.
- d. Ability to split time between hands on development using Python, Java, Spark and SQL and managerial activities.
- e. Proven hands on experience developing scalable and repeatable frameworks, patterns, methodologies, and automations and the ability to lead a team of engineers to adopt.
- f. Experience in a large scale, high-volume data warehouse environment.
- g. Expertise with modern open-source database development skills.
- h. Cloud Experience in either Azure, AWS, or Google Cloud Platform.
- i. Strong Linux/Unix background and hands on knowledge.
- j. Experience with version control platform GitHub.
- k. Experience unit testing code.
- l. Ability to provide an engineering team instruction on day-to-day work and general direction on more complex tasks and projects.
- m. Ability to clearly communicate and articulate results to both technical and non-technical audiences.

DATA MANAGEMENT AND REPORTING MANAGER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA050
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: DATA MANAGEMENT AND SERVICES MANAGER	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT
BRANCH: N/A	REPORTING TO: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY
SECTION: DATA MANAGEMENT AND SERVICES MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DATA MANAGEMENT AND REPORTING MANAGER

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Director of ICT Innovation and Academic Technology

Supervises: ICT support staff assigned to provide additional assistance including temporary staff.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, ICT Infrastructure Manager, Information and Security Manager, Information Administration and Communication Technology Manager, Students and Staff Support Manager and Cloud Services and Platform/s Manager.

PURPOSE

The Data Management and Services Manager maintains a comprehensive University information resource, ensuring consistency and integrity of data; oversees collection and reporting of complex, related information. Interprets data, including statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments and provides reports. Conducts needs assessments, designs and creates databases, and participates in testing and implementation of new applications and/or enhancements and modifications to existing systems.

The Data Management and Services Manager requires:

- Analysis, interpretation, and manipulation of data.
- Knowledge of database construction, management and retrieval methods.
- Ability to test and implement modifications and enhancements.

- d. Provide analytical reports emerging from the data analysis.
- e. Communicate and train staff on information resources and data.
- f. Provide assistance and training to system users.

DUTIES AND RESPONSIBILITIES:

- 14. Develops and designs methods and procedures for collecting, organizing, interpreting, and classifying information for input into computer and retrieval from computer, utilizing knowledge of symbolic language, optical or pattern recognition, database construction, and retrieval methods.
- 15. Develops alternate designs to resolve problems in input, storage, or retrieval of information, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities.
- 16. Consults with and advises staff on the use and interpretation of data; collaborates as appropriate with staff in the structuring and development of data requirements.
- 17. Performs needs assessment activities and works with other information systems personnel to determine feasibility of development of new databases and/or enhancements or modifications to existing databases.
- 18. Develops specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data.
- 19. Programs, debugs, and runs a variety of scheduled and ad hoc listings, summaries, statistics, labels, and other electronic and/or presentation reports.
- 20. Provides technical assistance and training to Faculties and Senior Management personnel in the use of personal computers, standard software packages, and on-line information systems.
- 21. Makes recommendations for on-line program enhancements; assists in testing and implementation of modifications and enhancements.
- 22. Supervises or oversees the work of programming and/or data entry staff and/or student and other employees.
- 23. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- 24. May conduct individual, group, and/or University-based presentations related to University objectives and parameters.
- 25. May set up and maintain staff security access codes; may manage departmental staff and student's server infrastructure.
- 26. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in computer engineering or equivalent field or equivalent qualification preferable Master level technology degree and technology certifications.
- b. At least 6 years of experience directly related to the duties and responsibilities specified.
- c. Knowledge of structured programming, testing, and debugging techniques.

- d. Ability to design and implement systems necessary to collect, maintain, and analyse data.
- e. Ability to implement and troubleshoot programming changes and modifications.
- f. Ability to supervise and train assigned staff.
- g. Ability to communicate effectively, both orally and in writing.
- h. Ability to verify data input and correct errors and provides reports.
- i. Ability to interact with students, faculty and/or staff in a team environment.
- j. Knowledge of current technological developments/trends in area of expertise.
- k. Ability to provide a range of systems training and/or support activities for users.
- l. Knowledge of database construction, management, and retrieval methods.
- m. Ability to resolve data input, storage and/or retrieval problems and to design solutions and modifications.
- n. Knowledge of computer data processing principles.
- o. Knowledge of mathematics.
- p. Ability to analyse operational data requirements and to create and develop databases specific to requirements.
- q. Ability to create data capture and input specifications.

ICT ENGINEERS/TECHNICIANS

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA051,52,53,54,55 &56
OFFICE: VICE PRESIDENT ACADEMIC AFFAIRS	DESIGNATION/CLASSIFICATION: ICT ENGINEERS/TECHNICIANS	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA ICT INNOVATION AND ACADEMIC TECHNOLOGY DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF ICT INNOVATION AND ACADEMIC TECHNOLOGY	
SECTION: ICT ENGINEERS/TECHNICIANS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ICT ENGINEERS/TECHNICIANS

DEPARTMENT: ICT Innovation and Academic Technology Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: ICT Infrastructure Manager, Information and Security Manager, Students and Staff Support Services Manager, Cloud Services and Platform/s Manager and Data Management and Reporting Manager.

Supervises: Non

Coordinates with: Director of ICT Innovation and Academic Technology

PURPOSE

The ICT Engineers/Technicians under direct supervision, installs, maintains, tests, and repairs systems and networks. Utilizes basic technical knowledge to support ICT initiatives and provide first-level technical information systems support to the University community. Resolves routine technical problems. May train student employees.

DUTIES AND RESPONSIBILITIES:

14. Performs basic problem solving and assistance on various software applications and hardware systems for department users and/or the University community.
15. Provide individual instruction and/or training to users on new or updated technologies. May train student employees.
16. Performs routine technical assistance and maintenance duties.
17. Maintains and updates record keeping system; may document projects and maintain user instructions.
18. Assists with tracking inventory levels of equipment and materials; performs data entry and maintenance of records such as, but not limited to, project documents, user instructions, general reports and/or systems errors.
19. May input billing information into a record keeping system.
20. Performs routine technological systems support, maintenance, and testing for proper upkeep of systems; troubleshoots and resolves general system hardware, software, and network failures and conflicts.
21. Assists with the review, evaluation and recommendation of solutions relating to hardware and software acquisitions and/or network updates.
22. Assists with research and development initiatives and in the implementation of new technologies.
23. Assists with the implementation of technology projects with moderate scope and impact.
24. Assists with the installation, configuration and maintenance of computers, workstations and/or other related equipment and devices.
25. Maintains currency of knowledge with respect to technology, equipment, applicable laws, regulations, standards and/or systems.
26. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- k. Bachelor's Degree in computer engineering or equivalent field or equivalent qualification.
- l. Knowledge of a wide range of computer systems software, applications, hardware, networking, and communications.
- m. Ability to perform routine preventive maintenance on systems software, applications, hardware, networking, and communications.
- n. Knowledge of current technological developments/trends in area of focus.
- o. Records maintenance skills.
- p. Ability to provide direction to staff and/or student to resolve technological issues.
- q. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- r. Ability to determine computer problems and to coordinate hardware, software, and/or network solutions.
- s. Ability to analyse and resolve basic computer problems.
- t. Ability to communicate technical guidance and instruction to users on the use of PC and/or mainframe applications and systems.

DIRECTOR OF ACADEMIC QUALITY ASSURANCE

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX057
OFFICE: DIRECTOR OF ACADEMIC QUALITY ASSURANCE	DESIGNATION/CLASSIFICATION: DIRECTOR OF QUALITY ASSURANCE	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT ACADEMIC AFFAIRS	
SECTION: DIRECTOR OF QUALITY ASSURANCE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF ACADEMIC QUALITY ASSURANCE

DEPARTMENT/OFFICE: Academic Division - Academic Quality Assurance

ORGANISATIONAL RELATIONSHIPS

Reports to: Vice President Academic Affairs

Supervises: Quality Assurance Coordinating Officer

Coordinates with: Faculty's Deas, Heads of Departments and Registrar

PURPOSE

Take responsibility for the University's academic quality assurance and enhancement, adopting best practice approaches, systems and structures in order to ensure that the University is compliant with external quality assurance requirements and other relevant regulatory frameworks in all areas of its taught provision.

As a member of the Academic Division's senior management team, take responsibility for horizon-scanning, sector benchmarking, contributing to, and operationalizing, the IUE's vision, mission and objectives for quality assurance and enhancement.

Lead and manage a designated quality team responsible for delivering the IUE's vision, mission and educational objectives for quality assurance and enhancement, enabling integrated, cross-team working with members of the wider IUE academic team.

DUTIES AND RESPONSIBILITIES:

1. To lead the University's academic quality assurance and enhancement service, taking responsibility for ensuring that effective quality processes and systems are in place to comply with national quality assurance requirements and other relevant regulatory frameworks (e.g. PNG NQF) in all areas of the University's taught provision.
2. To take responsibility for ensuring that core elements of quality assurance are delivered effectively and on time, adopting best practice approaches and systems/structures that make the most effective use of existing resources.
3. To lead and manage a cross-University team of Faculty's Deans and Heads of Departments, promoting and enabling integrated, cross-team working with members of the Academic Division as appropriate.
4. To keep abreast of quality matters at a national level, taking responsibility for undertaking horizon- scanning and sector benchmarking in all aspects of quality assurance and enhancement, making recommendations to the Academic Board on any policies/regulations/initiatives that require action by the University.
5. To play a lead role for the University in Quality Assurance Institutional Reviews and Audits.

6. To take responsibility for ensuring that national and institutional changes in quality assurance and enhancement are communicated across the University.
7. To ensure that through the Quality team as a whole, academic staff in Faculties and Departments receive appropriate information, advice, guidance, resources and staff development in all aspects of quality assurance and enhancement.
8. To maintain oversight of the University's responsibilities with regard to the currency and accuracy of public-facing information in relation to academic programmes. This will include holding the Faculties to account for the accuracy of the information they hold and curate.
9. To contribute to other University Committees or Working Groups as required by the IUE policies.
10. To represent the University nationally at appropriate external meetings and events, as agreed with the Vice President Academic Affairs.
11. Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop herself or himself and support the development of others.
12. Ensure and promote the personal health, safety and wellbeing of staff and students.
13. Carry out duties in a way which promotes fairness in all matters and which engenders trust.
14. Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
15. To undertake other such duties that may be required from time to time by the University.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Master's Degree, preferable a PhD or Doctorate in appropriate field.
- b. Significant experience of effectively delivering and leading aspects of quality assurance and quality enhancement within a higher education institution
- c. An in-depth knowledge of Quality Assurance requirements in relation to Higher Education Providers, and the wider, external quality debate in Higher Education
- d. Demonstrable leadership and management experience in a higher education environment.
- e. Highly articulate, excellent written and oral communication skills with the ability to liaise effectively at all levels within the institution and externally.
- f. Excellent leadership and management skills.
- g. Ability to think strategically about the future direction of quality assurance and enhancement, and their role in academic developments.
- h. Ability to coordinate and successfully manage a range of complex activities, prioritizing effectively in order to meet deadlines.

- i. Ability to effectively lead and manage own team, and build and manage effective collaborative working relationships at a range of levels within the Academic Division team and more broadly between faculties and Departments within the University.
- j. Ability to interpret, interrogate, synthesize and make effective & constructive use of data/information relevant to assuring and enhancing quality and academic standards.
- k. Strong negotiation and persuasion skill.
- l. Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing, including to non-specialist audiences.

DEPUTY DIRECTOR OF ACADEMIC QUALITY ASSURANCE

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX058
OFFICE: DIRECTOR OF ACADEMIC QUALITY ASSURANCE	DESIGNATION/CLASSIFICATION: DEPUTY DIRECTOR OF QUALITY ASSURANCE	
DIVISION: ACADEMIC EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACADEMIC DIVISION OF IUE	
BRANCH: N/A	REPORTING TO: DIRECTOR OF QUALITY ASSURANCE	
SECTION: DEPUTY DIRECTOR OF QUALITY ASSURANCE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DEPUTY DIRECTOR OF ACADEMIC QUALITY ASSURANCE

DEPARTMENT/OFFICE: Academic Division - Academic Quality Assurance

ORGANISATIONAL RELATIONSHIPS

Reports to: Director of Academic Quality Assurance
Supervises: Non
Coordinates with: Faculty's Deas, Heads of Departments and Registrar

PURPOSE

The Deputy Director of Academic Quality Assurance provides leadership, vision, and strategic direction to take forward the academic development strategy for the Innovative University of Enga by conducting internal audits and encouraging Faculties and Department to meet the national and international standards of research, learning and teaching. He/she needs to demonstrate role model behaviour and provide dynamic, consistent, and motivational leadership for the academic team.

In addition, the Deputy Director of Academic Quality Assurance needs to work collaboratively with internal and external stakeholders to achieve common objectives and optimize the academic success of the IUE.

DUTIES AND RESPONSIBILITIES:

Working in collaboration with the Director of Academic Quality Assurance at IUE, she /he takes a lead in specific areas including:

1. The Deputy Director of Academic Quality Assurance at IUE is responsible for reviewing the management of planning process research, learning and teaching at the University;
2. She/he undertakes pre-planning visits to different Faculties and Departments, evaluate and recommend the enhancement plans and supporting documents for approval of Director for Quality Assurance at IUE;
3. Supports the development and review of norms and standards for a research, learning and teaching with focus on areas of digitalization of academic activities, development and review of planning tools for virtual academic programmes delivery;
4. Supports the development and maintenance of the digitalized database for Environmental Protection;
5. Facilitates and support the process of calling and evaluation of an internal academic audits;
6. Developing academic strategy and policy for the campus liaison between different Faculties and Departments, assesses an academic partnership within the University and evaluates management, introduction and smooth delivery of academic programmes;
7. Appraises the development of the introduction of new areas to the curriculum or closure of existing areas of provision/s;
8. Appraises the adherence to the University's overarching academic policies and strategies and ensure staff operate within the regulatory framework of the University.
9. Provides quality monitoring, enhancement and preparing for an Independent External Academic Audit of the University, accreditations and reviews.
10. Participates in the recruitment process for academic staff and to advise the Director of Quality Assurance on academic staff performance, staff development, appraisal, induction, and planning.
11. Encourages efficiency and optimization of resources without compromising quality;

- 12.Undertakes any other tasks that may be required by the Director of Quality Assurance.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum Bachelor's Degree and minimum of three-year tertiary qualification in University Management, Development Studies, Public Administration and Management, Social Sciences or equivalent qualification.
- b. At least have three years extensive experience in digitalized space management, community development, financial management and or related programmes, evaluation and monitoring practices, knowledge of Quality Management practices, leadership and management, strategic planning, analytical, conceptualization, problem solving, process design, expert level of computer literacy, and good communication.

VI. RESEARCH AND INNOVATION DIVISION

OFFICE OF THE VICE PRESIDENT RESEARCH AND INNOVATION

FOREWORD

The Research and Innovation Division is led by the Vice President for Research and Innovation and Innovation. The duty of the Office of the Vice President for Research and Innovation is to provide the best possible support for IUE Faculties, staff and students, and enable a path for IUE's community that impacts economic development, solves toughest societal problems, opens new fields of discovery across disciplinary boundaries and creates sustainable technologies and businesses for the next generation.

This document is organized in two sections to provide a comprehensive information about the Research Division.

Section One: Research and Innovation Division

Section Two: The Office of the Vice-President of Research and Innovation

SECTION ONE RESEARCH & INNOVATION DIVISION

The Research and Innovation Division consists of three Departments: Science Research Department, Social Science Research Department and Faculty Research Department.

1. The Director of IUE Science Research Department is in charge of Sciences Research. The main focus of the IUE Sciences Research Department is to conduct research, collaborate with other Research Institutions and provide a teaching venue for students and contributing to postgraduates' academic awards in sciences.

2. The Director of IUE Social Sciences Research Department is in charge of Social Sciences Research. The main focus of the IUE Social Sciences Research Department is conduct social research, collaborate with other Research Institutions and provide a teaching venue for students and contributing to postgraduates' academic awards in social sciences.
3. It is the University's objective that each Faculty conducts research activities which will advise and influence teaching and learning at the Faculty. It will also contribute to generate master and doctoral degrees and such research activities will be facilitated within each Faculty.
The aim of the Faculty Research Department is to manage the organizational structures, the teaching and research activities across all Faculties at IUE, as well as the related external activities.

The Faculty Research Department is comprised of Full time Professors and Researchers.

The Faculty Research Department:

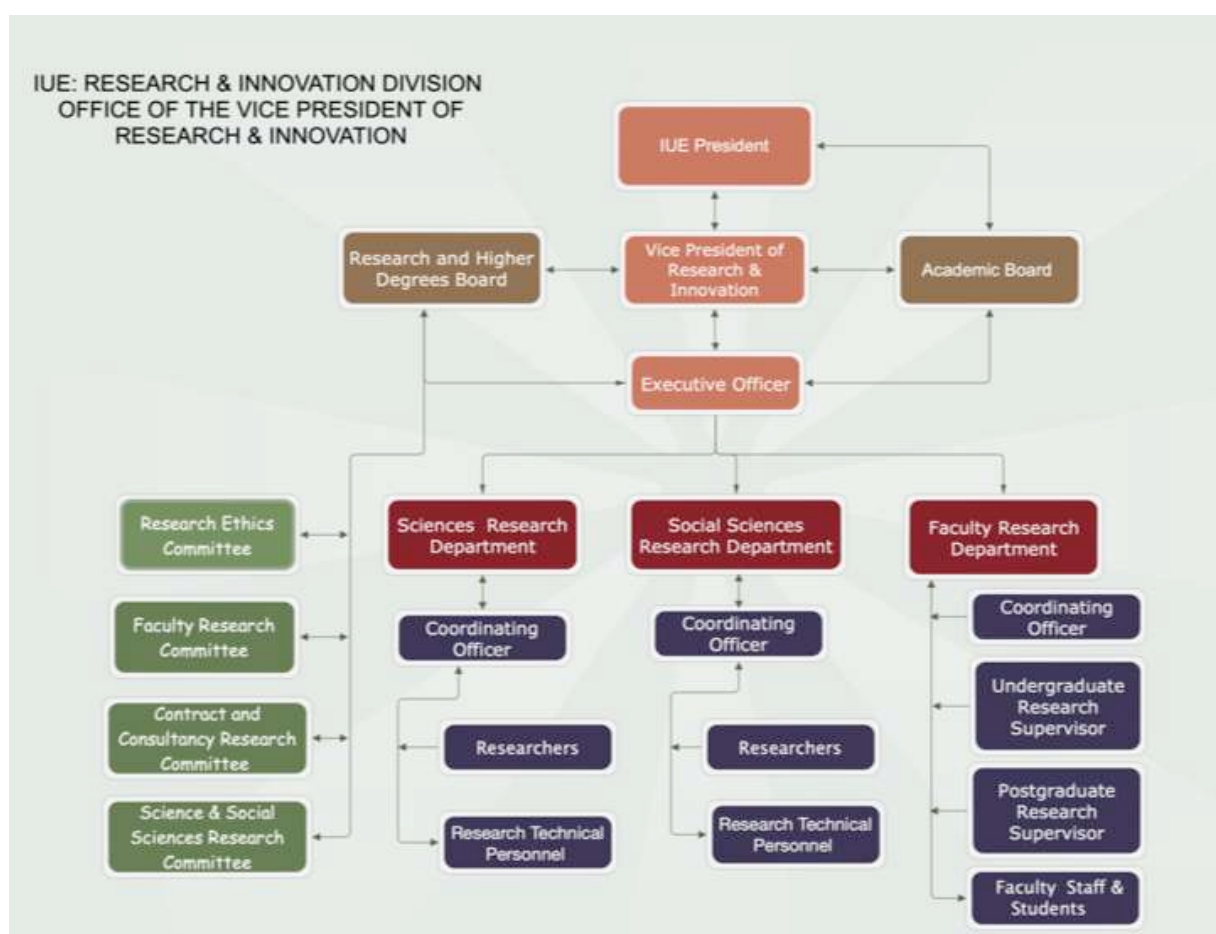
- a. Shall determine the general direction of the department;
- b. Shall provide advice to the Faculty Board on the establishment of new degree programme or teachings, when required; and
- c. Shall organize the didactics and coordinate the research activity; verify the fulfilling of didactic commitments and deliberate on them, according to the indications provided by the IUE President.

Those three departments can jointly form a consortium to conduct Contract & Consultation Research activities to enable the University to conduct research on a contractual or consulting basis. This research activity aims at generating income for the University, to contribute to the world of academia and provide professional services to University's partners.

The role of the Vice President for Research and Innovation is to ensure that each of those above are within the legal and ethical framework of the University. The Vice President for Research and Innovation is an ex-officio member of the Academic Board and works closely with the Vice President Academic Affairs, Dean of Faculties and chairs the Research Board.

Innovative University of Enga policies empower the Academic Board to establish committees as it sees fit. Established standing committees of the Academic Board to conduct research are the following: Research and Higher Degrees Board, Research Ethics Committee, Faculty Research Committee, Contract and Consultancy Research Committee and Science and Social Science Committee. Below is the Organizational Structure of the Research Division and the Office of the Vice President for Research at Innovative University of Enga.

The Vice-President for Research and Innovation reports directly to the President and is responsible for the overall growth, development and promotion of the broad range of research activities undertaken at the Innovative University of Enga.



SECTION TWO

THE OFFICE OF THE VICE-PRESIDENT FOR RESEARCH & INNOVATION

The Vice President for Research and Innovation (VPRI) provides strategic vision for IUE's research academic. Direct and guide the University's research mission, contributing to the national research agenda and policies. Set and confirm commitment to policies and regulations and take appropriate actions to ensure the University's commitment to compliance. The VPRI is the University's Official for Research.

Ref. No.	DESIGNATION	GRADE	AWARD POSITION	HISTORY
IUEEXPR001	Vice President Research	22	IUEC	Create
IUEEXPR002	Executive Officer	14	IUEC	Create
IUEEXPR003	Director of Sciences Research Department	20	IUEC	Create
IUEEXPR004	Research Coordinating Officer	15	IUEC	Create

IUEEXPR005	Director of Social Sciences Research Department	20	IUEC	Create
IUEEXPR006	Research Coordinating Officer	15	IUEC	Create
IUEEXPR007	Director of Faculty Research Department	20	IUEC	Create
IUEEXPR008	Research Coordinating Officer	15	IUEC	Create
IUEEXPR009&10	Undergraduate Research Supervisor	16	IUEC	Create
IUEEXPR011&12	Postgraduate Research Supervisor	17	IUEC	Create
IUEEXPR013	Research Technical Personnel	15	IUEC	Create

JOB DESCRIPTION - VICE PRESIDENT FOR RESEARCH & INNOVATION

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEX001
OFFICE: VICE PRESIDENT RESEARCH AND INNOVATION	DESIGNATION/CLASSIFICATION: RESEARCH AND INNOVATION DIVISION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT FOR RESEARCH AND INNOVATION	
BRANCH: N/A	REPORTING TO: IUE PRESIDENT	
SECTION: VICE PRESIDENT RESEARCH & INNOVATION	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

OFFICE OF: VICE PRESIDENT FOR RESEARCH & INNOVATION

REPORTS TO: IUE President

ORGANISATIONAL RELATIONSHIP:

Supervises: Executive Officer, Director of Sciences Research Department, Director of Social Sciences Research Department and Director of Faculty Research Department.

Coordinates with: Vice Presidents, Administrative and Finance Divisions.

PURPOSE

The Vice President for Research and Innovation is the chief official responsible for directing and guiding the University's research mission. Through the formulation of compliance entities, policies, procedures, systems, and educational programmes that support research and related activities, the Vice President for Research and Innovation supports the development and implementation of high-quality research initiatives and establishes and maintains a culture of compliance among Faculty, students, and staff involved in research and related activities at the University. In as much, the Vice President for Research and Innovation helps to ensure the excellence, integrity, and compliance of all aspects of the research process, provides strategic application support, protects the safety and welfare of employees and research participants, and promotes adherence to all governmental regulations and University and sponsoring agency policies and procedures governing the research process.

The Vice President for Research and Innovation reports to the President and works closely with the University Director of Sciences Research Department, Director of Social Sciences Research Department and Director of Faculty Research. The Vice President for University Administration, Finance Department, Deans, and Department Heads to maintain accountability, resolve any significant issues of noncompliance, and reduce the risk of future occurrences.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

General Administrative

1. Represents Innovative University of Enga to regulatory and sponsoring agencies and institutions around the world.
2. Represents Faculty research interests in interactions with University administration and the University Council.
3. Represents interests of the University in response to legislation and regulations that potentially affect academic research.
4. Serves as the Institutional Official for sponsored research administration including the management of grants and contracts.
5. Provides direction, resources, and oversight to help ensure that appropriate institutional policies and procedures are developed, implemented, and

maintained to promote compliant, ethical, and responsible design, conduct, reporting, and reviewing of research in accordance with State, and local regulations and sponsoring agency policies and procedures.

6. Provides direction, resources, and oversight to help ensure that appropriate research compliance communication, education, and training resources are developed and implemented.
7. Provides direction, resources, and oversight to help ensure that Innovative University of Enga complies with National regulations and University and sponsoring agency policies and procedures and requires appropriate monitoring of research programs.
8. Provides oversight and assurance of Innovative University of Enga 's compliance with National regulations and University and sponsoring agency policies and procedures to outside regulatory agencies, and delegates ability as appropriate.
9. Provides direction, resources, and oversight to help ensure the development and implementation of institutional policies and procedures for preparing, reviewing, approving, and submitting scientific proposals in accordance with National regulations and sponsoring agency policies and procedures.
10. Provides direction, resources, and oversight to help ensure proposal budgets are developed and submitted in accordance with National regulations and University and sponsoring agency policies and procedures.
11. Provides direction, resources, and oversight to help ensure that protocols are submitted in accordance with National regulations and University and sponsoring agency policies and procedures.
12. Provides direction, resources, and oversight to help ensure that award terms and conditions comply with National regulations and University and sponsoring agency policies and procedures.

Conduct of Research

1. Establishes and maintains a culture of compliance to help assure that research is conducted in accordance with National regulations and University and sponsoring agency policies and procedures.
2. Provides direction, resources, and oversight to help ensure that research and related activities are conducted ethically, objectively, and in accordance with National regulations and University and sponsoring agency policies and procedures.
3. Provides direction, resources, and oversight to help ensure that the conduct of research is appropriately monitored and that instances of noncompliance are reported and resolved in accordance with National regulations and University and sponsoring agency policies and procedures.
4. Receives all allegations of research misconduct for the University.
5. Serves as the Research Integrity Officer for the research integrity program.
6. Provides direction, resources, and oversight to help ensure that allegations of research misconduct are managed in accordance with National regulations and University and sponsoring agency policies and procedures.
7. Supports the Vice President University Administration for finance to oversee the negotiation and application of appropriate facilities and administrative cost

rates in accordance with National regulations and University and sponsoring agency policies and procedures.

8. Supports Departments to submit timely property reports to the sponsoring agency.
9. Supports departments to develop and administer service centre rates.
10. Promotes the timely completion and submission of technical, progress, and compliance reports.
11. Promotes the timely completion and submission of all project closeout documents.

Financial Management

1. Approves unusual terms of grants, awards, or contracts.
2. Coordinates with the Vice President University Administration to develop and implement University policies and procedures that ensure financial compliance in sponsored projects in accordance with National regulations and University and sponsoring agency policies and procedures.
3. Coordinates with the Vice President University Administration to ensure that systems and procedures are in place to monitor and control the financial operations of research at the University.
4. Coordinates with the Vice President University Administration to help ensure that appropriate research financial management communication, education, and training resources are developed and implemented.
5. Oversees preparation of annual reports for the IUE President, University Council, and others, as required.

Cost Sharing

- Facilitates resolution of policy interpretation or noncompliance issues.

Cost Transfer

- Facilitates resolution of policy interpretation or noncompliance issues.

Project Closeout and Reporting

- Facilitates resolution of policy interpretation or noncompliance issues.

Effort Reporting

1. Coordinates with the Vice President Academic Affairs to develop, implement, and monitor the effectiveness of effort reporting policies and procedures.
2. Coordinates with the Vice President Academic Affairs to develop and implement educational programmes and tools to assist with appropriate reporting of effort.

Conflicts of Interest

1. Takes appropriate steps to avoid conflicts of interest, or the appearance of conflicts of interest, between financial or other personal interests and the goals and policies of the University.
2. Complies with and directs all personnel to comply with applicable Faculty, Department of the University, and sponsoring agency conflict of interest policies and procedures.
3. Discloses all significant financial conflicts of interest to the President and complies with recommended management strategies.
4. Provides direction, resources, and oversight to help ensure that appropriate institutional financial conflict of interest policies and procedures are developed, implemented, and maintained.
5. Provides direction, resources, and oversight to help ensure that appropriate conflict of interest communication, education, and training resources are developed and implemented.
6. Oversees the conflicts of interest appeals process and monitors compliance with approved Disclosure Review Form approved by the Ethics Committee. financial conflict of interest management strategies.

Human Research Participant Protection

1. Serves as the Institutional Official for the human research participant protection program.
2. Establishes and maintains a culture of compliance among Faculty, students, and staff involved in human research and related activities.
3. Provides direction, resources, and oversight to help ensure that appropriate institutional policies and procedures are developed, implemented, and maintained to resolve financial conflicts of interest in research involving human research participants.
4. Provides direction, resources, and oversight to help ensure that appropriate human research compliance communication, education, and training resources are developed and implemented.
5. Oversees human research monitoring programs and initiatives.
6. Coordinates with the Director of Human Resources at IUE to assure compliance, to resolve significant issues of noncompliance, and to help reduce the risk of any future occurrences.

Animal Welfare

1. Serves as the Institutional Official for the animal care and use programme.
2. Establishes and maintains a culture of compliance among Faculty, students, and staff involved in animal research and related activities.
3. Provides direction, resources, and oversight to help ensure that appropriate institutional policies and procedures are developed, implemented, and maintained to assure that research involving animals is in compliance with National regulations and University and sponsoring agency policies and procedures.

4. Provides direction, resources, and oversight to help ensure that appropriate animal research compliance communication, education, and training resources are developed and implemented.
5. Oversees the entire animal care and use programme
6. Requires appropriate monitoring of animal research programmes.
7. Coordinates with Vice President Academic Affairs and Faculty Deans to assure compliance, to resolve significant issues of noncompliance, and to help reduce the risk of any future occurrences.

Environmental Health and Safety

- Supports compliance with all State, and local environmental, health, and safety regulations and University and sponsoring agency policies and procedures.

Patents and Inventions

- Provides direction, resources, and oversight to help ensure compliance with National regulations and University and sponsoring agency policies and procedures related to patent and invention disclosure and technology transfer.

General Administrative

1. Provides direction, resources, and oversight to help ensure compliance with National regulations and University policies and procedures related to international exchanges of information, items, and/or activities.
2. Provides direction, resources, and oversight to help ensure that appropriate export control communication, education, and training resources are developed and implemented.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – PhD Degree
- b. Knowledge – In managing and leading research organisations; knowledge of research methods, understanding of Papua New Guinea culture or the ability to quickly understand and adapt; good command of the English language; knowledge of the academic research environment and its role in society.
- c. Skills – Computer literate (MS Word, Excel, Access, email); experience in research; e- learning, ability to lead and motivate people; ability to work as a part of a team; forward thinking; team-oriented approach to management.
- d. Work Experience – Minimum of 5 years' experience in Research Management position preferably at a tertiary institution or Research Institute.

EXECUTIVE OFFICER TO THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH & INNOVATION

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX002
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) EXECUTIVE OFFICER	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT FOR RESEARCH AND INNOVATION	
SECTION: EXECUTIVE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: EXECUTIVE OFFICER

REPORTS TO: Vice President for Research

ORGANISATIONAL RELATIONSHIP:

Supervises: Non.

Coordinates with: Vice Presidents, Administrative and Finance Divisions, Director of Sciences Research Department, Director of Social Sciences Research Department and Director of Faculty Research Department.

PURPOSE

The Executive Officer to the Office of the Vice President for Research and Innovation provides executive support to the Vice President for Research and Innovation, ensuring that she/he is fully briefed in advance of meetings, following up on all agreed actions, representing her/his views where appropriate and undertaking specific actions and projects on her/his behalf.

The Executive Officer to the Office of the Vice President for Research and Innovation

has also overall responsibility to assist the Vice President for Research and Innovation to oversee the policies governing the conduct of research at the Innovative University of Enga and the management of its research programmes. The Executive Officer assists the Vice President for Research and Innovation to seek external funding to promotes interdisciplinary research. It also works to promote an institutional environment that sustains the high quality of the University's research programmes, while ensuring that research is conducted in compliance with all applicable laws, regulations, and University policies.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. Plans and prepare for meetings on behalf of the Vice President for Research and Innovation, setting agendas, coordinating/preparing briefings, preparing presentations and attending meetings as appropriate;
2. Attends and take minutes and action notes at meetings and deal with any follow up action;
3. Provides strategic counsel to the Vice President for Research and Innovation and the executive team on policy and legislative issues at the University and State levels;
4. Supports specific initiatives, activities, projects and research commissioned by the Vice President for Research and Innovation;
5. Coordinates a programme of internal and external communications on behalf of the Vice President for Research, including employee forums and other staff briefings, employee conference, blogs, briefings and newsletters.
6. Pursues opportunities to engage external stakeholders and policy influencers in the IUE's advocacy efforts to promote quality of research; Cultivates and maintain strategic relationships among key policy makers and government leaders and representing the Research Division to major stakeholders, including elected officials and their staff, non-profit organizations and other partners.
7. Works, collaboratively with IUE's academics and research programmes to facilitate sharing of external research to shape internal programming and policy, reviewing internal knowledge and experiences to shape thought leadership and external policy;
8. Assists the Vice President for Research and Innovation and the executive team with landscape and SWOT analyses to help recognize opportunities and threats to the Research Division;
9. Assists the Vice President for Research and Innovation and the executive team with projects and activities that help the Research Division pursue organization-wide funding, investments, opportunities and initiatives;
10. Assists the Vice President for Research and Innovation and the executive team in developing and executing strategy for accomplishing the Research Division's short- and long-term organizational goals;
11. Represents the views of the Vice President for Research and Innovation when authorized and appropriate; and

12. Undertakes any other reasonable duties as may be required commensurate with the level of the post.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree or equivalent.
- b. Understanding of local and national Government and the public sector more widely, its constraints and opportunities, and its changing environment.
- c. Experience of researching complex issues, writing reports, and preparing comprehensive briefings, notes and action plans.
- d. Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.
- e. Experience of working in a politically-led organization and understanding of the political decision-making process.
- f. Experience of working in partnership to identify best practice and deliver positive outcomes.
- g. Experience of using project management approaches and principles.
- h. Experience of preparing policy papers, with clear analysis of implications.
- i. Excellent oral and written communication skills with ability to adapt style, tone and method for different audiences.
- j. Research, information gathering, minute taking and writing skills for reports and briefings
- k. Political sensitivity, and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement on issues of significance and importance, and when dealing with politicians and officials at the highest levels.
- l. Ability to demonstrate political neutrality at all times.
- m. Ability to plan, spot and pre-empt issues, opportunities and priorities on behalf of the Vice President for Research and Innovation and wider leadership team.
- n. Ability to analyse, interpret and summaries policies.
- o. Advanced ICT skills including in the preparation of presentation materials.
- p. Experience of producing work of a high standard with a high level of attention to detail.
- q. Self-starter with a positive 'can-do' attitude and ability to take the initiative.

DIRECTOR FOR RESEARCH SCIENCES DEPARTMENT

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX003
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Director of Sciences Department	

BRANCH: N/A	REPORTING TO: VICE PRESIDENT RESEARCH & INNOVATION
SECTION: DIRECTOR OF SCIENCES DEPARTMENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Vice President Research

ORGANISATIONAL RELATIONSHIP:

Supervises: Coordinating Officer, Researches, Research Technical Staff.

Coordinates with: Director of Social Sciences Research Department and Director of Faculty Research.

PURPOSE

The Research Director for Research Sciences Department works in the field of scientific work research. She/he is an expert in scientific work research, and oversees research designs, project management and partnerships with external organisations. She/he advises on policies at national and international level. She/he approves research projects and encourages innovation and changes based on scientific research. She/he also designs strategies for the organisation based on funding, manpower, and other needs. She/he also provides thought leadership and represents Innovative University of Enga at international conferences.

She/he is a highly experienced and decisive researcher with excellent management and leadership skills. She/he also works with other agencies, ministries and academic institutions.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. Develop and establish a scientific strategy and implementation plan for the key areas of responsibility within the Department which is subject to annual review and reporting.

2. Align scientific research proposals with key points of informative reports of scientific service organizations and policy domains.
3. Approve scientific research papers for publication.
4. Approve scientific research projects based on strategies, foresight and global benchmarking.
5. Carry out educational forums and scientific research activities for knowledge exchange.
6. Determine the focus for scientific research strategies within the Department.
7. Drive improvements in the Research Division's strategy based on scientific research findings.
8. Drive scientific research partnerships with academic institutions, research organizations or other related agencies.
9. Encourage key and informed changes in policies and practices based on trends and long-term needs.
10. Lead changes in policies or practices based on scientific research findings with stakeholders.
11. Lead committees across different Government Agencies to align scientific research with policies and practices.
12. Peer review recognized academic journals to provide thought leadership.
13. Provide scientific research guidance to enable understanding of scientific trends.
14. Represent the University in conferences on research areas and practice needs.
15. Review Department and staff's training programmes to enhance scientific research capability.
16. Review translated policies and improved services, practices and quality based on scientific research findings.
17. Secure large-scale funding for scientific research projects.
18. Establish mechanisms and approaches for showcasing in science innovation and research and the overall contribution to nation development.
19. Explore opportunities for attracting research and other sponsorship funding to support the furtherance of the aims and research objectives of the University.
20. Provide support and advice to the Vice President Academic Affairs to define, promote and maintain the academy's role in developing and reviewing curricula for initial training.
21. Use ethical frameworks to guide scientific research activities.
22. Develop and maintain effective science networks.

REQUIREMENTS AND QUALIFICATIONS:

- a. Postgraduate study minimum Master's Degrees, preferable PhD or other relevant degree with subjects: Economics, Mathematics, Physics, Scientific sciences, Statistics.
- b. Credible scientific background with experience in research and innovation to publishable standards.
- c. Significant experience as a senior scientist role in a Research Institute or organization and able to command the respect of staff.

- d. In depth experience and knowledge relevant to the Department, able to explain current and future scientific issues affecting the role and an ability to provide authoritative scientific advice.
- e. Significant experience, in a lead role, in the development and successful implementation of key organizational strategies in relevant functional areas.
- f. Demonstrable experience and skills in building positive and productive relationships, with colleagues and other stakeholders.
- g. An effective approach to managing key networks and relationships, demonstrating an appropriate balance between empowerment, support and assertiveness.
- h. Strong corporate ethos and effective team member, able to achieve an appropriate balance between scientific interests and organization-wide interests.
- i. An open and participative style with excellent leadership/communication skills.
- j. Resilient and able to work under pressure.
- k. An in-depth understanding of the PNG and wider cultural context, with the ability to respond to the changing PNG environment together with education and training knowledge.
- l. Knowledgeable about National science policy and able to act as a strong advocate for science and an ambassador for Innovative University of Enga .
- m. Minimum of 5 years' experience in Research Management position preferably at a tertiary institution or Research Institute.

RESEARCH COORDINATING OFFICER TO THE DIRECTOR OF THE DEPARTMENT FOR SCIENCES RESEARCH

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX004
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) RESEARCH COORDAINING OFFICER	
BRANCH: N/A	REPORTING TO: DIRECTOR OF SCIENCES DEPARTMENT	
SECTION: RESEARCH COORDAINING OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Director of Sciences Department

ORGANISATIONAL RELATIONSHIP:

Supervises: Researches, Research Technical Staff.

Coordinates with: Director of Social Sciences Research Department and Director of Faculty Research.

PURPOSE

Research Coordinating Officer is responsible for managing the daily operations of multiple research projects in the Department for Sciences Research ensuring that all aspects of project protocol are adhered to. Applies specialized knowledge to initiate, design, develop, coordinate, and manage major research projects across multiple sites. Develops collaborations and partnerships with research user groups. The Research Coordinating Officer is required to support the work of Director by taking responsibility for less complex contractual tasks and assisting colleagues with more complex contractual work.

This job description does not include every duty that an individual in a position performs. It is intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the Department and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large Department, may be assigned to designated specialized functions.

DUTIES AND RESPONSIBILITIES:

1. Assists to plan and coordinate all aspects of multiple research projects across multiple sites.
2. Develops inter-disciplinary, inter-institutional, and inter-sectoral research collaborations.
3. Develops budgets for research projects.
4. Troubleshoots problems at all stages of project development and implementation and assist with modifying protocols or project procedures to address challenges.
5. Participates with a team in the development and authoring of research protocols.
6. Assists to recruit project participants and enlist agencies to refer participants.
7. Review referrals and keep track of intakes from various referral sources.
8. Develops an implementation plan for research projects.
9. Designs promotional strategies and related materials to encourage participation and support for the research project. Perform both quantitative and qualitative analyses of research data.
10. Assist to interview project participants.

11. Facilitates focus group sessions with project participants.
12. Assist coordination and managing the collection, delivery, entry, verification, analysis, and reporting of data.
13. Oversee the design of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting.
14. Applies specialized knowledge and scientific principles to review, critically appraise and interpret published literature. Write sections of scientific papers, funding proposals, and abstracts.
15. Develops estimates of time and resources for research projects.
16. Uses statistical software to analyse data and interpret results.
17. Writes data management and operations documentation for projects.
18. Liaises between the project centre and remote project sites and personnel.
19. Ensures that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
20. Develops presentations and present information and training sessions to project personnel and project participants.
21. Keeps project participants informed of project progress through regular reports and newsletters.
22. Implements and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
23. Exercises appropriate controls, monitor, and reconcile accounts.
24. Conducts literature searches.
25. Manages the schedule for the Department conference and meeting rooms, ensuring that executive meeting needs are always met.
26. Ensures that the Department-wide internal e-correspondence is distributed as paper memos and also posted on the University Intranet.
27. Coordinates and plan Department social events that take place during and after business hours.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in a relevant field of study.
- b. Requires 4 years of relevant experience
- c. Working on research contracts within a Higher Education environment.
- d. Working effectively and flexibly as a member of a team.
- e. Working in a client focused environment and meeting client needs.
- f. Communicating complex information to non-specialists.
- g. Working independently and proactively.
- h. Working with high levels of accuracy and with attention to detail.
- i. Writing/developing material for the web.
- j. Research law, particularly intellectual property, confidentiality, publications and indemnity.
- k. Proven ability to understand and interpret complex documentation. Proven ability to understand, interpret, apply and develop policies and procedures related to research.
- l. Excellent oral and written communication skills.

- m. The ability to use judgement, initiative and creativity to identify and solve complex problems.

DIRECTOR FOR SOCIAL SCIENCES DEPARTMENT

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX005
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) DIRECTOR OF SOCIAL SCIENCES DEPARTMENT	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT RESEARCH & INNOVATION	
SECTION: DIRECTOR OF SOCIAL SCIENCES DEPARTMENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Vice President Research

ORGANISATIONAL RELATIONSHIP:

Supervises: Coordinating Officer, Researches, Research Technical Staff.

Coordinates with: Director of Sciences Research Department and Director of Faculty Research.

PURPOSE

Director of Social Sciences Department is an administrator of the Department and she/he is a social researcher work on behalf of the Social Sciences Department to design, formulate, implement and manage social research projects. These involve exploring sociological theories by designing and carrying out surveys, interviews and focus groups. The results of these projects are used by companies, governments and various authorities to gather the opinions of populations and present statistical evidence for or against particular issues of political or commercial significance. The work carried out by social researchers within the Department can play a vital role in the democratic process, as well as in the management and actions of major organizations. The research helps to form opinions and shape policy and legislation

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. Develop and establish a social scientific strategy and implementation plan for the key areas of responsibility within the Department which is subject to annual review and reporting.
2. Establish and promote standards of practice and quality across the whole of Social Sciences Department.
3. Provide scientific advice on academic standards for higher education and training and for the broader development of the workforce including leadership opportunities.
4. Advise the Academic Board and University Council through the office of the Vice President Research on the scientific implications of decisions on strategy and the IUE's research plan
5. Explore opportunities for attracting research and other sponsorship funding to support the furtherance of the aims and objectives of the research culture at IUE.
6. Develop and maintain effective social science networks.
7. Assist researchers in a variety of research methods (including qualitative and quantitative sampling), which they must be able to employ professionally, with painstaking attention and complete impartiality.
8. Taking a brief and using appropriate and creative methodologies to design research projects using quantitative and qualitative methods.
9. Tendering for research contracts.
10. Carrying out or directing fieldwork to gather information.
11. Preparing and reporting findings.
12. Using ICT skills to present data.
13. Disseminating results, both orally and in writing.

REQUIREMENTS AND QUALIFICATIONS:

- a. Postgraduate study minimum Master's Degrees, preferable PhD or other relevant degree with subjects: Economic, Psychology, Social science, Social studies, Sociology, Statistics.
- b. Must be familiar with research methods and statistical techniques.
- c. An interest in social developments, trends and attitudes.
- d. An investigative and analytical mind.
- e. A thorough methodical approach to work.
- f. Good communication and interpersonal skills to gather information from people.
- g. Ability to explain findings clearly, both verbally and in written reports.
- h. Excellent IT skills to produce statistics, graphs and models.
- i. Ability to work to deadlines.
- j. Meticulous planning skills and self-motivation.

RESEARCH COORDINATING OFFICER TO THE DIRECTOR OF THE DEPARTMENT FOR SOCIAL SCIENCES RESEARCH

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX006
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) RESEARCH COORDAINING OFFICER	
BRANCH: N/A	REPORTING TO: DIRECTOR OF SOCIAL SCIENCES DEPARTMENT	
SECTION: RESEARCH COORDAINING OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Director of Social Sciences Department

ORGANISATIONAL RELATIONSHIP:

Supervises: Researches, Research Technical Staff.

Coordinates with: Director of Sciences Research Department and Director of Faculty Research.

PURPOSE

The Research Coordinating Officer operates under general direction of the Director of the Social Sciences Department, preforms duties associated with coordinating, implementing and balancing multiple research studies and projects. The Research Coordinating Officer is accountable to deliver established goals, utilizes good judgment, knowledge and skills in the area of expertise while maintaining expected quality standards.

This job description does not include every duty that an individual in a position performs. It is intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the Department and its functional activities, incumbents who fall into this category may perform all of the

duties listed below or, in the case of large Department, may be assigned to designated specialized functions.

DUTIES AND RESPONSIBILITIES:

1. Regular attendance is an essential requirement of the position.
2. Assists research personnel in the implementation of research studies to ensure successful completion of study goals.
3. Prepares and maintains Departmental Board and regulatory e-work to
4. comply with University regulatory requirements.
5. Assists in the recruitment and relationship building of study subjects, arranges study visits and provides instructions to meet the goals of the study.
6. Abstracts or collects data from study subjects and enters information into the designated forms/database to comply with study protocols.
7. Maintains inventory of supplies or equipment, prepares study kits and requisitions prior to study visits to ensure the appropriate items are available when necessary.
8. Builds and maintains a broad network of professional relationships with participants, principal investigator, co-investigators, research study staff, and other collaborators to ensure successful research collaborations.
9. Identifies and reports issues that may affect the accuracy and quality of study design and implementation to meet study aims.
10. Participates in internal/external research related conferences and investigator meetings to build and maintain relationships.
11. Reports as required by internal Research Division policies.
12. Performs other duties as assigned by the Director.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in a relevant field of study.
- b. Requires 4 years of relevant experience
- c. Working on research contracts within a Higher Education environment.
- d. Working effectively and flexibly as a member of a team.
- e. Working in a client focused environment and meeting client needs.
- f. Communicating complex information to non-specialists.
- g. Working independently and proactively.
- h. Working with high levels of accuracy and with attention to detail.
- i. Writing/developing material for the web.
- j. Research law, particularly intellectual property, confidentiality, publications and indemnity.
- k. Proven ability to understand and interpret complex documentation. Proven ability to understand, interpret, apply and develop policies and procedures related to research.
- l. Excellent oral and written communication skills.
- m. The ability to use judgement, initiative and creativity to identify and solve complex problems.

DIRECTOR OF THE DEPARTMENT FOR FACULTY RESEARCH

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX007
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) DIRECTOR OF THE DEPARTMENT FOR FACULTY RESEARCH	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT RESEARCH & INNOVATION	
SECTION: DIRECTOR OF THE DEPARTMENT FOR FACULTY RESEARCH	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Vice President Research

ORGANISATIONAL RELATIONSHIP:

Supervises: Coordinating Officer, Undergraduate Research Supervisor, Postgraduate Research Supervisor.

Coordinates with: Director for Sciences Research Department and Director for Social Sciences Research Department.

PURPOSE

The Director of the Department for the Faculty Research provides scientific, academic and technical, and administrative leadership and expertise in the operations of the Research Faculty Department; provide academic and technical support for researchers in a specialized area of research; oversee the development of or perform experiments, simulations, or theoretical investigations; independently develop new experimental methods in support of the Research Faculty Department strategic plan or to advance research activities; hire, train, manage, and evaluate staff; assure staff is compliant with safety regulations and University policies.

Develop and maintain operational policies and procedures to assist student conducting research across all Faculties.

Develop an institutional view of the University's current research priorities and future opportunities that can be fed into institutional prioritization processes.

The Director of the Department for the Faculty Research shall:

- a. Support and facilitate the implementation of the University's Research Strategy through the activities outlined below, and through membership of the University Research Committee.
- b. Optimize performance in any future assessment of research excellence.
- c. Provide leadership to the Faculty in its objective to be internationally competitive, carrying out research that is world-leading in terms of originality, significance and rigour.
- d. Work with colleagues towards enhancing research funding through grant income and commercial sources to a level that is above average for the appropriate comparator.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. To work collectively with the University Research Committee in developing and maintaining an institutional view of the University's research priorities and future opportunities.
2. To advise the Dean on research strategy in the faculty, through membership of Faculty Board and the Faculty Research Committee.
3. To work with the Dean of the Faculty and the University Research Committee in maximizing performance in any national assessment of research excellence.
4. To champion the Faculty research that is, or has the potential to be, world-class.
5. To work with other IUE Research Directors to identify interdisciplinary research that is, or has the potential to be, world-class.
6. To support the development of multi-faculty and collaborative research initiatives.
7. To identify strategic approaches to enhance the generation of research income and to support the Dean of the Faculty in ensuring the long-term financial stability of the Faculty.
8. To represent and raise the profile of the Faculty both in the PNG and internationally.
9. To ensure that there is a coherent approach to research and knowledge exchange and enterprise.
10. To work with Academic Registry to oversee the application, admission procedures for undergraduate and postgraduate students.
11. To oversee the student funding arrangements within the Faculty including the process for advertising and awarding studentships.
12. To work with Faculty marketing and website teams to ensure programmes are effectively marketed through the website and other means.

13. To ensure that appropriate induction arrangements are in place within the Faculty and contribute to the central induction.
14. To approve the appointment of supervisory teams, ensuring that supervisory loads are not exceeded.
15. To monitoring supervisory arrangements within the Faculty and be responsive to any issues that might arise.
16. To work with the Research and Higher Degrees Board to oversee the provision of discipline-specific training within the Faculty.
17. To oversee the organization of Faculty level events such as conferences, summer schools and social events.
18. To work with the Vice President for Research and Innovation to oversee the provision of required training to satisfy funding conditions.
19. To work with the Academic Registry and the admission, progression and examination to monitor student research progress - including undergraduate and postgraduate, paying attention to cases of unsatisfactory research and academic progress - and changes to students' registration status including the review and recommendation of requests for temporary withdrawal, extension.
20. To approve the assessors for confirmation of thesis review and examinations.
21. To oversee feedback mechanisms within the Faculty, such as the undergraduate postgraduate research student engagement forum, and ensure that appropriate action is taken in response to student feedback.
22. To oversee the annual programme review process within the Faculty and provide a summary report to the Research and Higher Degrees Board.
23. To providing support and guidance to students experiencing academic and/or pastoral issues including referral to services within the University which can provide additional support.
24. To oversee research strategic developments in Faculty at both levels undergraduate and postgraduate research provision, including the development of new programmes.
25. To serve as the communication link between the central University functions and the Faculty on undergraduate and postgraduate research matters.
26. To work with Quality Director the Vice President for Academic Affairs for Postgraduate Researchers on University-level strategic initiatives and policy changes.
27. Represents Innovative University of Enga's Faculties to regulatory and sponsoring agencies and institutions around the world.
28. Represents Faculty research interests in interactions with University administration and the University Council.
29. Represents interests of Innovative University of Enga 's Faculties in response to legislation and regulations that potentially affect academic research.
30. Serves as the Innovative University of Enga 's Faculties Official for sponsored research administration including the management of grants and contracts.
31. Provides direction, resources, and oversight to help ensure that appropriate institutional policies and procedures are developed, implemented, and maintained to promote compliant, ethical, and responsible design, conduct, reporting, and reviewing of research in accordance with State, University and local regulations and sponsoring agency policies and procedures.

32. Provides direction, resources, and oversight to help ensure that appropriate research compliance communication, education, and training resources are developed and implemented.
33. Provides direction, resources, and oversight to help ensure that Innovative University of Enga's Faculties complies with National regulations, University and sponsoring agency policies and procedures and requires appropriate monitoring of research programs.
34. Provides oversight and assurance of Innovative University of Enga's Faculties' compliance with federal regulations and university and sponsoring agency policies and procedures to outside regulatory agencies, and delegates ability as appropriate.

REQUIREMENTS AND QUALIFICATIONS:

- a. Postgraduate study minimum Master's Degrees, preferable PhD or other relevant degree.
- b. Must be familiar with research methods and statistical techniques.
- c. An interest in social developments, trends and attitudes.
- d. An investigative and analytical mind.
- e. Working on research contracts within a Higher Education environment.
- f. Working effectively and flexibly as a member of a team.
- g. Communicating complex information to non-specialists.
- h. Working independently and proactively.
- i. Working with high levels of accuracy and with attention to detail.
- j. Developing written guidelines and/or training materials.
- k. Writing/developing material for the web.
- l. Proven ability to understand and interpret complex research paradigms.
- m. Proven ability to understand, interpret, apply and develop policies and procedures.
- n. Excellent oral and written communication skills.
- o. The ability to use judgement, initiative and creativity to identify and solve complex problems.

RESEARCH COORDINATING OFFICER TO THE DIRECTOR OF THE DEPARTMENT FOR FACULTIES RESEARCH

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX008
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) COORDAINING OFFICER	
BRANCH: N/A	REPORTING TO: DIRECTOR OF THE FACULTIES RESEARCH DEPARTMENT	
SECTION:	LOCATION:	

COORDAINING OFFICER	INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE
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HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Director for Faculties Research Department

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Undergraduate supervisors, postgraduate supervisors, Researches, Research Technical Staff.

PURPOSE

The Research Coordinating Officer coordinates and administers research study associated activities. Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed. Assist to recruit and coordinates research subjects, as appropriate, and serves as principle administrative liaison for the project. Oversees and coordinates the provision of administrative and staff services to director the investigators; develops and maintains recordkeeping systems and procedures.

This job description does not include every duty that an individual in a position performs. It is intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the Department and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large Department, may be assigned to designated specialized functions.

DUTIES AND RESPONSIBILITIES:

1. Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures.
2. Promotes research capacity across Faculties building among community-based organizations and student groups.
3. Prepares research ethics board applications
4. Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.

5. Assist to recruit, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
6. Ensures the smooth and efficient day-to-day operation of research and data
7. collection activities in the Department; acts as the primary administrative point of contact for internal research staff and as the principle operational liaison for other research organizations, funding agencies and regulating bodies.
8. Coordinates the day-to-day activities of any technical support staff specifically engaged in the carrying out of research, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified programme objectives.
9. Plans and coordinates the staffing of research studies, to include the recruitment and administration of research support staff, as appropriate to the activity.
10. Supervises and coordinates the provision of support services to investigators and researchers.
11. Monitors the progress of research activities; develops and maintains e-records of research activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
12. Plans and coordinates regular advisory board and steering committee meetings.
13. To implement quality control process throughout the conduct of the trial.
14. To perform miscellaneous job-related duties as assigned including supports for other programmes related to education of students.
15. Complies with the Research Division policies and procedures.
16. Performs other duties as assigned by the Director.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in a relevant field of study.
- b. Requires 4 years of relevant experience
- c. Working on research contracts within a Higher Education environment.
- d. Working effectively and flexibly as a member of a team.
- e. Working in a client focused environment and meeting client needs.
- f. Communicating complex information to non-specialists.
- g. Working independently and proactively.
- h. Working with high levels of accuracy and with attention to detail.
- i. Writing/developing material for the web.
- j. Research law, particularly intellectual property, confidentiality, publications and indemnity.
- k. Proven ability to understand and interpret complex documentation. Proven ability to understand, interpret, apply and develop policies and procedures related to research.
- l. Excellent oral and written communication skills.
- m. The ability to use judgement, initiative and creativity to identify and solve complex problems.

UNDERGRADUATE RESEARCH SUPERVISOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX009 & 10
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) UNDERGRADUATE RESEARCH SUPERVISOR	
BRANCH: N/A	REPORTING TO: DIRECTOR OF THE DEPARTMENT FOR FACULTY RESEARCH	
SECTION: UNDERGRADUATE RESEARCH SUPERVISOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Director of the Department for Faculty Research

ORGANISATIONAL RELATIONSHIP:

Supervises: Undergraduate Research Students.

Coordinates with: Director for Sciences Research Department and Director for Social Sciences Research Department.

PURPOSE

The Undergraduate Research Supervisor is responsible for the operational aspects of undergraduate research provision within the Innovative University of Enga's Faculties.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. Leading the induction process for undergraduate students.
2. Writing and maintaining the undergraduate e-research handbook for students use.

3. Working with the Director of the Department for Faculty Research to ensure that appropriate supervisory teams are in place.
4. Working with the Director of the Department for Faculty Research to monitor supervisory arrangements and to deal with any issues that might arise.
5. Managing the 'interim review' and 'end of year review' procedures within the Director of the Department for Faculty Research ensuring that reviews are completed and e-reports returned by specified deadlines.
6. Monitoring the training provision and research environment within the University's Faculties for undergraduate students ensuring that undergraduate research students are given opportunities to participate in seminars and present their work.
7. Supporting the Undergraduate Research Student Engagement Forum.
8. Providing support and guidance to students experiencing research and academic and/or pastoral issues including referral to services within the University which can provide additional support.
9. Discussing with the Director of the Department for Faculty Research results with students and proposed actions.
10. Writing the annual review report for Director of the Department for Faculty Research and discussing this with students.

REQUIREMENTS AND QUALIFICATIONS:

- a. Postgraduate study minimum Master's Degrees, preferable PhD or other relevant degree.
- b. Must be familiar with research methods and statistical techniques.
- c. An investigative and analytical mind.
- d. Working in a Higher Education Research environment.
- e. Working effectively and flexibly as a member of a team.
- f. Communicating complex information to non-specialists.
- g. Working independently and proactively.
- h. Working with high levels of accuracy and with attention to detail.
- i. Developing written guidelines and/or training materials.
- j. Writing/developing material for the web.
- k. Proven ability to understand and interpret complex research paradigms.
- l. Proven ability to understand, interpret, apply and develop policies and procedures.
- m. Excellent oral and written communication skills.
- n. The ability to use judgement, initiative and creativity to identify and solve complex problems.

POSTGRADUATE RESEARCH SUPERVISOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX011 & 12
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OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) POSTGRADUATE RESEARCH SUPERVISOR
BRANCH: N/A	REPORTING TO: DIRECTOR OF THE DEPARTMENT FOR FACULTY RESEARCH
SECTION: POSTGRADUATE RESEARCH SUPERVISOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Director of the Department for Faculty Research

ORGANISATIONAL RELATIONSHIP:

Supervises: Postgraduate Research Students.

Coordinates with: Director for Sciences Research Department and Director for Social Sciences Research Department.

PURPOSE

The Postgraduate Research Supervisors is the key person in a student's postgraduate degree programme. Graduate education is greatly affected by the nature of the supervision and the quality of communication between postgraduate students and their supervisor/s. When students work closely and effectively with their postgraduate supervisor/s, they will improve the quality of their dissertations or theses and their educational experiences.

Supervisors should be available to help their postgraduate students at every stage, from formulation of their research projects through establishing methodologies and discussing results, to presentation and possible publication of dissertations. Postgraduate supervisors must also ensure that their students' work meets the standards of the University and the academic discipline.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. Provides the student with at least the minimum stipend specified by IUE's programme, if no other external funding is awarded to the student. In case the student receives external funding, the supervisor should advise the University's Registrar concerning student's funding;
2. Assists the student with the selection and planning of a suitable and manageable research topic
3. Is sufficiently familiar with the field of research to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor
4. Is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once per term
5. Establishes (with input from the student and colleagues where appropriate) a supervisory committee, and convenes a meeting, at least annually, to evaluate the student's progress
6. Responds in a timely and thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation. The turnaround time for comments on written work should not normally exceed three weeks
7. Makes arrangements to ensure continuity of supervision when the supervisor will be absent for extended periods, e.g. a month or longer
8. When necessary, assists the student in gaining access to facilities or research materials
9. Ensures that the research environment is safe, healthy and free from harassment, discrimination and conflict. When there is a conflict in advice or when there are different expectations on the part of co-supervisors or members of the supervisory committee, the supervisor is expected to endeavor to achieve consensus and resolve the differences
10. Assists the student in being aware of programme requirements, deadlines, sources of funding, etc.
11. Encourages the student to make presentations of research results within the University and to outside scholarly or professional bodies as appropriate
12. Encourages the student to finish up when it would not be in the student's best interests to extend the programme of studies
13. Acknowledges appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship
14. Ensures that recommendations for external examiners of doctoral dissertations are made to the Postgraduate Program Advisor and forwarded to the Research and Higher Degree Board in a timely manner
15. Assists the student to comply with any changes that need to be made to the thesis after the thesis or dissertation defence.

REQUIREMENTS AND QUALIFICATIONS:

- a. PhD or other relevant degree.
- b. Must be familiar with postgraduate research methods and statistical techniques.
- c. An interest in postgraduate for social and economic developments, trends and attitudes.
- d. An investigative and analytical mind.
- e. Working a Higher Education Research environment supervising postgraduate students.
- f. Working effectively and flexibly as a member of a team.
- g. Communicating complex information to non-specialists.
- h. Working independently and proactively.
- i. Working with high levels of accuracy and with attention to detail.
- j. Developing written guidelines and/or training materials.
- k. Writing/developing material for the web.
- l. Proven ability to understand and interpret complex research paradigms.
- m. Proven ability to understand, interpret, apply and develop policies and procedures for postgraduate researchers.
- n. Excellent oral and written communication skills.
- o. The ability to use judgement, initiative and creativity to identify and solve complex problems.

RESEARCH TECHNICAL PERSONNEL

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX013
OFFICE: VICE PRESIDENT RESEARCH & INNOVATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT RESEARCH & INNOVATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) RESEARCH TECHNICAL PERSONNEL	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT RESEARCH AND DIRECTORS OF DEPARTMENTS FOR RESEARCH	
SECTION: RESEARCH TECHNICAL PERSONNEL	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Vice President Research and Innovation, Directors of Departments for Research (At different times and instances an individual staff will be assigned to and engaged with a different Department)

ORGANISATIONAL RELATIONSHIP:

Supervises: Students.

Coordinates with: Director of Social Sciences Research Department, Director of Sciences Research Department and Director of Faculty Research.

PURPOSE

The Innovative University of Enga plan is underpinned by its strategy for research and enterprise. The University's overall objective is to be an internationally competitive research-intensive university, carrying out research that is world-leading in terms of originality, significance and rigour.

- The University Research Strategy specifically identifies the need for each Faculty to be supported by a Research Director and the Research Technical Personnel. The Research Director the Research Technical Personnel do not have to be members of the Faculty for which he/she is Research Director or a Research Technical Personnel but must have the necessary breadth of vision and leadership skills to work with the Dean of the Faculty to deliver the University's vision for research within the Faculty.
- The Innovative University of Enga should maintain up to date database of staff or external experts who could be invited to form the Research Technical Team. This role of the Research Technical Personnel includes, but is not limited to, the following: students' supervision, research technologists, lab managers, ICT developers, research analysts, study coordinators and senior researchers in Faculties, Departments and University.

DUTIES AND RESPONSIBILITIES:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

1. The Research Technical Personnel provides support for Principal Investigator (PI) by performing research activities while ensuring adherence to all applicable regulations and policies of the University.
2. Duties may include participation in design, execution and management of research activities.
3. The roles and responsibilities will depend on the organizational structure of the individual labs and Department, Proposals and Awards.

4. The Research Technical Personnel is encouraged to facilitate the development and use of technology enhanced research and learning.

RESEARCH CONDUCT

1. Assist Principal Investigator to prepare protocol submissions to the Research and Higher Degrees Board.
2. Assist the Principal Investigator to protect the rights and welfare of human research participants through data security of consents and other protected records.
3. Assist the Principal Investigator to ensure all documents related to the research protocol and the Research and Higher Degrees Board application and approval are up-to-date
4. Assist Principal Investigator to promptly report and/or suspend research activity as necessary to respond to new information received.

Generic Duties and Responsibilities of all Research Technical Personnel.

1. This job above description reflects the present requirements of the position but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.
2. The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager or the Vice President for Research.
3. The post holder will be responsible and accountable for ensuring all IUE policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.
4. This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review appraisal process.

REQUIREMENTS AND QUALIFICATIONS:

- a. Hold of a postgraduate degree and/or have equivalent specialist training and/or hold an appropriate qualification.
- b. Able to develop and implement coherent and comprehensive strategies to support the University and the Faculty in maintaining and enhancing a world-class research position, and to maximise research income for the Faculty.
- c. Able to demonstrate a strong research reputation. Possessing the personal stature to engage with and earn the respect and good will of peers and more senior colleagues.
- d. Awareness of current policies and processes relating to public funding for research.
- e. Able to demonstrate the ability to raise funding for and strategically manage research projects and programmes, including collaborative research.
- f. An interest in the significance and impact of research that derives from the Faculty as a whole.

- g. Able to demonstrate an international profile through publications and/or other measures of peer esteem in an area of research supported by the Faculty.
- h. Ability to lead. An open personality with a “can do” approach which will inspire and enthuse others, ready to take the lead in driving forward initiatives.
- i. Committed to the highest professional standards but sensitive to the needs of individuals. Prepared to support, develop and, when appropriate, champion the Faculty.
- j. An articulate, confident and politically adept communicator, ready and able to deal with difficult situations and to be strong minded where necessary.

VII. STUDENTS SERVICES ADMINISTRATIVE DIVISION

OFFICE FOR THE VICE PRESIDENT FOR STUDENTS ADMINISTRATIVE SERVICES

INTRODUCTION

The Students Services Administrative Division is led by the Vice President of Student Administrative Services. The Vice President of Student Administrative Services, serves as the University’s students chief campus life officer and advises the President on all matters pertaining to non-academic campus life. This is an executive-level position, a member of the President's Executive Leadership and Management Board, and reports to the President of the University. The Office of the Vice President of Student Administrative Services provides leadership for a comprehensive portfolio of campus life support services. The Vice President of Student Administrative Services is responsible for the leadership, development, and assessment of comprehensive campus life services for a diverse student body. The Innovative University of Enga (IUE) is committed to enhancing student academic success while creating an inclusive environment to promote a student's social, emotional, physical, and spiritual well-being while attending Innovative University of Enga. The Office of the Vice President of Student Administrative Services provides programs to support student health and wellness, personal and professional goal setting, social involvement, motivation and academic self-efficacy.

This document is organized in two sections to provide a comprehensive information about the Students Services and Success Division.

Section One: Students Administrative Services Division

Section Two: The Office of the Vice President of Student and Administrative Affairs

SECTION ONE

STUDENTS ADMINISTRATIVE SERVICES DIVISION

The University provides a variety of activities, programs, and services to support and complement the academic offerings and to expand the total growth of the student. The various components of the co-curricular program relate to the University's motto, vision, mission, core values and educational philosophy by contributing to the cultural, intellectual, physical, emotional, and social development of students. The student development philosophy underlying these activities and services focuses on the personal growth and education of the student and is based on the premise that all students have the right to develop to their full potential.

The Office of the Vice President of Student Administrative Services will assist students to embrace Innovative University of Enga motto, vision and mission and celebrate IUE's commitment to equipping students, coaches, and staff to honor God in their personal, professional, and spiritual lives by adhering to the University's core values.

The Office of the Vice President of Student Administrative Services is to address specific to students needs and interests. Here are the main responsibilities for student services-academic institution and student services-students.

Functions OF THE STUDENTS SERVICES ADMINISTRATIVE DIVISION AND BEST PRACTICES:

ON RELATIONSHIP WITH THE INNOVATIVE UNIVERSITY OF ENGA AS AN ACADEMIC INSTITUTION.

1. Provides support and explain the motto, vision, mission, values, and policies of the Innovative University of Enga.
2. Provides and explain the importance of the IUE's Graduate Attribute.
3. Participates in leadership and takes responsible decisions.
4. Evaluates the social experiences of students in order to improve academic programmes efficiency.
5. Establishes policies and programs that contribute to campus safety.
6. Supports the University's values by developing and imposing students' standards.
7. Supports the student's participation in University governance.
8. Provides assistance in essential services such as admissions, registration, counselling, financial aid, health, housing and so on, in accordance with the vision, mission and objectives of the University.
9. Encourages student interaction through different programs and activities.
10. Supports and contributes to the creation of peace among different ethnic and cultural groups of students.
11. Takes a leadership role in crisis situations.
12. Establishes and maintain effective working relationships with the local community.

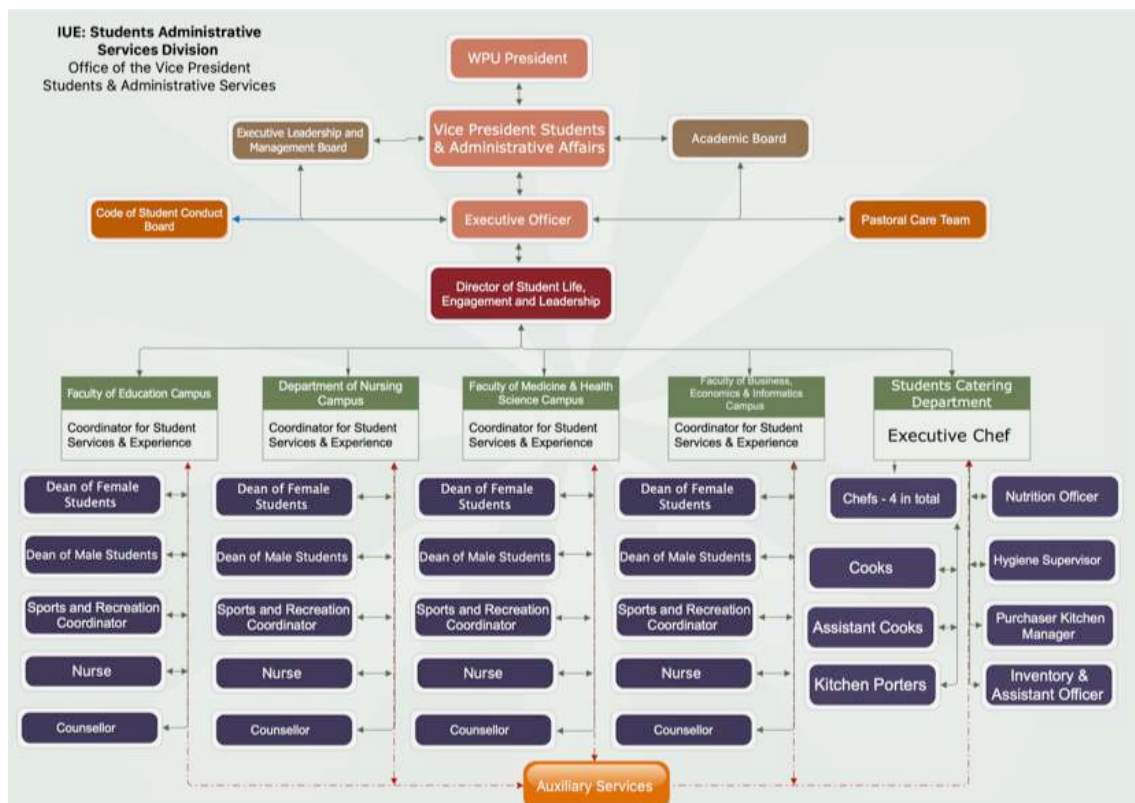
ON RELATIONSHIP WITH STUDENTS

1. Assists students in transition to University life.
2. Help students to explore and clarify their values.
3. Encourages the development of relationships of friendship and a sense of belonging to a campus community.
4. Assists in identifying financial aid resources in further education.
5. Creates opportunities to expand the cultural and aesthetic horizons of students.
6. It teaches students how to solve personal and group conflicts.
7. Provides special programs and services for students who have learning difficulties.

CONTRIBUTES TO THE UNDERSTANDING AND APPRECIATION OF ETHNIC DIFFERENCES, RACIAL OR OTHERWISE.

1. Creates opportunities for leadership development.
Establishes programs that encourage a healthy lifestyle and reduces misbehaviour.
2. Provides opportunities for recreation, sports and leisure.
3. Provides counselling and career guidance, helping to clarify professional goals, exploring options for further study or employment.

Organization Structure of the Students Administrative Services Division



THE OFFICE OF THE VICE PRESIDENT OF STUDENTS ADMINISTRATIVE SERVICES

The Vice President of Student Administrative Services, who reports to the President, is the chief student affairs officer directing and supervising all student-related non-academic programs, functions, and services outside the classroom. The Vice President of Student Administrative Services is charged with the care, safety and development of students outside the classroom. Her/his role is to facilitate meaningful, inclusive, holistic, and broad-based student experiences that enhance the academic experience and contribute to student success. The Division Student Administrative Services facilitates opportunities for students to interact with others, develop social skills, and become leaders in a global environment. The Vice President engages with the local and broader communities for the benefit of the student experience.

Ref. No.	DESIGNATION	GRADE	AWARD POSITION	HISTORY
IUEEXAS001	Vice President of Student Administrative Services	22	IUEC	Create
IUEEXAS002	Executive Officer	14	IUEC	Create
IUEEXAS003	Director of Students life, Engagement and Leadership	18	IUEC	Create
IUEEXAS004	Coordinator for Students Services and Experience	17	IUEC	Create
IUEEXAS005	Coordinator for Students Services and Experience	17	IUEC	Create
IUEEXAS006	Coordinator for Students Services and Experience	17	IUEC	Create
IUEEXAS007	Coordinator for Students Services and Experience	17	IUEC	Create
IUEEXAS08,9,10 & 11	Dean of Female Students	14	IUEC	Create
IUEEXAS012,13,14 & 15	Dean of Male Students	14	IUEC	Create
IUEEXAS016,17,18 & 19	Sports and Recreation Coordinators	14	IUEC	Create
IUEEXAS020,21,22 & 23	Nurse	14	IUEC	Create
IUEEXAS024,25,26 & 27	Counsellors	17	IUEC	Create
IUEEXAS28	Executive Chef Students Catering Department	17	IUEC	Create
IUEEXAS29,30, 31 & 32	Chef	15	IUEC	Create
IUEEXAS33	Nutrition Officer	14	IUEC	Create
IUEEXAS34	Hygiene Supervisor	14	IUEC	Create
IUEEXAS35	Purchaser Kitchen Manger	15	IUEC	Create
IUEEXAS36	Inventory and Assistant Officer	12	IUEC	Create
IUEEXAS37,38, 39 & 40	Cooks 4 staff	10	IUEC	Create
IUEEXAS41,42,	Assistant Cooks 4 staff	9	IUEC	Create

43 & 45				
IUEEXAS46,47, 48 & 49	Kitchen Porters 4 staff	6	IUEC	Create
IUEEXAS050	Support Staff Officer- Driver	10	IUEC	Create
IUEEXAS051	Support Staff Officer- Driver	10	IUEC	Create
IUEEXAS052	Support Staff Officer- Driver	9	IUEC	Create
IUEEXAS053	Support Staff Officer- Driver	9	IUEC	Create
IUEEXAS054	Support Staff Officer- Driver	9	IUEC	Create
IUEEXAS055	Support Staff Officer- Driver	8	IUEC	Create
IUEEXAS056	Support Staff Officer- Driver	8	IUEC	Create

JOB DESCRIPTION-VICE PRESIDENT OF STUDENTS ADMINISTRATIVE SERVICES

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX001
OFFICE: Vice President for Student Administrative Services	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
BRANCH: N/A	REPORTING TO: IUE PRESIDENT	
SECTION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

OFFICE OF THE VICE PRESIDENT OF STUDENTS ADMINISTRATIVE SERVICES

REPORTS TO: IUE President

ORGANISATIONAL RELATIONSHIP:

Supervises: Executive Officer, Director of Students Life, Engagement and Leadership.

Coordinates with: Vice Presidents, Administrative and Finance Divisions and Coordinator for Students Services and Experience.

PURPOSE

The Vice President for Students Administrative Services reports directly to the President. The Vice President for Students Administrative Services sets the direction for Student Services programs and activities that enhance opportunities for students to succeed. The Vice President for Students Administrative Services supervises the Student Services staff in implementing those Student Services programs and activities.

The Vice President for Students and Administrative Affairs provides leadership and direction to the Innovative University of Enga 's students affairs through policy formulation, development and implementation to ensure accountability and responsibility for efficient and effective compliance with State laws and the University rules, laws, regulations, policies and procedures.

He/she is the chief student-personnel officer of the University and advises the President on all matters pertaining to non-academic student life. The Vice President serves as the senior executive officer responsible for providing leadership and general management of units in the division.

Duties include developing management systems and control processes to promote policy and procedural compliance and efficiency within the IUE and provides services as follow:

DUTIES AND RESPONSIBILITIES:

1. Advises the President of the University on matters related to student services.
2. Oversees all areas of Student Services and provides leadership for and oversight of the development, management, assessment, and quality improvement, including student recruitment, enrolment management, admissions, placement/testing, orientation, registration and records, financial aid, retention, student activities, student organizations, career development, counselling, due process, and other information as requested by the President.
3. Advises and consults with other Vice Presidents to ensure collaborative and efficient practices are in place to serve students, faculty, and staff in order to fulfil the vision, mission and objectives of Innovative University of Enga.
4. Establishes and maintains positive community relations that contribute to the University's ability to fulfil its vision, mission and objectives.
5. Develop student service programs and services that reach out to underrepresented groups and meet the diverse needs of the IUE student body.
6. Provides Student Services leadership for off-campus e-learning centres.
7. Ensure that students enrolled in the virtual campus and off-campus centres can conveniently access student services.

8. Build efficient student services systems within the University that emphasize student's care service and ensure that the needs of all IUE students are met.
9. Serve as the University's student conduct officer and adjudicate student disciplinary matters.
10. Interpret and administer the Student Code of Conduct and recommend policies and procedures to the President to ensure that students are treated respectfully and equitably in all aspects of their University experience.
11. Act as an advocate for student concerns/issues and as an agent in promoting positive institutional change.
12. Monitor legal compliance issues, and facilitate due process procedures to ensure an environment conducive to the educational process.
13. Responsible for the University's annual graduation ceremony.
14. Recommend policies and procedures to the President that will improve student life, promote learning, and provide students with appropriate support.
15. Collaborates with Pastoral Care Team to interpret and uphold the student code of conduct policies and procedures as it relates to the University.
16. Provides supervision and counsel regarding student activities, the Student Representative Council, and related functions.
17. Lead the operational planning, budget, assessment, and continuous improvement processes for Student Services.
18. Develops and administers the Student Services annual budget in collaboration with the Vice President of University Administration and staff.
19. Collaborates with the Vice President of University Administration in the procurement of external funding for Student Services programs and services to enhance Student Services.
20. Actively participates in the IUE Pastoral Care Team, as required
21. Provides leadership for and oversees reporting for Student Services.
22. Remains current and competent in technology as related to Student Services and Student Services functions.
23. Serves on institutional committees as appointed by the President.
24. Performs other duties and responsibilities as needed.
25. The Vice President for Students Administrative Services supervises all units within the Division and is supervised by the President of the University.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum Master's Degree preferable PhD from an accredited University.
- b. Minimum of five years of progressively responsible experience that includes supervision of multiple student service programs.
- c. A demonstrated sensitivity in working with people with diverse racial, ethnic, and socioeconomic backgrounds as well as those with disabilities.
- d. Ability to work as part of a management team dedicated to collaboration and the University goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- e. Ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- f. Knowledge of the motto, vision and mission of the Innovative University of Enga.

- g. Knowledge of theories of student development as they relate to the adult learner, understanding of organizational systems and their contribution to student success.
- h. Ability to interpret State laws to the campus population; effective oral and written communication with students, staff, and the community.
- i. Ability to make informed decisions using data from the IUE's integrated system of record.
- j. Ability to work harmoniously with the Vice President Academic Affairs, other Vice President, and all other appropriate staff in support of the student services and instructional programs.
- k. Demonstrated excellence in written, oral, and interpersonal communication skills.
- l. Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.
- m. An understanding of and commitment to the comprehensive University community philosophy, motto, vision, mission and objectives.
- n. Treats others respectfully, speaks to others courteously, and behaves in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.
- o. Acts as a team player when working with any and all employees of the University.

EXECUTIVE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX002
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENTS ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) EXECUTIVE OFFICER	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT FOR STUDENTS ADMINISTRATIVE SERVICES	
SECTION: EXECUTIVE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
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IUE ACT 2022	New Position	New Position
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REPORTS TO: Vice President of Students Administrative Services

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Vice Presidents, Director of Students Life, Engagement and Leadership, Administrative and Finance Divisions, and Coordinator for Students Services and Experience.

PURPOSE

The Executive Officer is directly responsible to the Vice President of Student Administrative Services, providing administrative and analytical support. Primary functions of this role include scheduling and calendar management, direct communication with staff and students, and project management. The Executive Officer is responsible for direct interaction with students, students' families, upper-level campus administrators, community members, private and government officials, as well as staff in the University Council Chairperson's Office. As a part of these interactions, the Executive Officer will receive and disseminate sensitive information that must be treated with a significant level of judgement and discretion. Furthermore, this Executive Officer provides lead work direction to all staff within the Division and works collaboratively with staff throughout the division on multiple projects supporting division and University priorities and activities. The Executive Officer provides executive level administrative, technical, and managerial support requiring the use of judgment, initiative, and independent action.

DUTIES AND RESPONSIBILITIES:

1. Accept, screen and route telephone calls concerning activities and operations of the office and direct inquiries as appropriate.
2. Manage and maintain the calendars for the Vice President.
3. Monitor, screen, respond to and distribute incoming email, telephone, and walk-in communications.
4. Arrange and confirm travel accommodations, submit travel requests, and prepare travel vouchers and reimbursements.
5. Perform a wide variety of administrative tasks including data entry and the drafting, editing, and revision of letters, reports, and other materials. Follow up to ensure all designated deadlines established internally or externally are met by following up with the Vice President's direct reports and others, as appropriate. Manage annual evaluations for staff that report directly to the Vice President, the President, and the other Vice Presidents.

6. Monitor Division budgets, supply requisitions, submit Division payroll, process leave requests maintain Division purchasing Order Forms, as well as preparing and distributing annual Division budget.
7. Arrange meetings and conferences including scheduling, preparing meeting minutes, documentation and agenda preparation, distribution of documentation, public noticing and arranging refreshments.
8. Assist in planning IUE and Division special events including commencement ceremonies, Student Affairs Awards and the Student Affairs Symposium, and make arrangements to host visiting dignitaries and to plan the annual Student Affairs Leadership Team retreat.
9. Supervise and oversee the activities of administrative support employees and student employees in the Office of the Vice President for Student Administrative Services.
10. Exercise independent judgement in addressing the daily concerns of internal and external constituents; may act on behalf of the supervisor in their absence.
11. Serve as liaison to stakeholders.
12. Make appropriate referrals using independent discretion and judgement.
13. Actively participates in the IUE Pastoral Care Team, as required
14. Comply with all published IUE rules, procedures, guidelines, and laws/regulations governing public employees, including but not limited to those related to document retention and destruction, and confidentiality.
15. Provide service excellence through courteous, informed, accessible, and professional engagement.
16. Perform other duties as assigned by the Vice President Student Administrative Services.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree and six years of clerical or administrative experience.
- b. Experience supporting an executive leader. Experience in an educational environment.
- c. Knowledge, Skills and Abilities:
 - Communication – able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job.
 - Team Orientation & Interpersonal – highly motivated team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
 - Ability to work successfully in a multi-cultural environment.
 - Organization & Time Management – able to plan, schedule, organize, and follow up on tasks related to the job to achieve goals within or ahead of established time frames.
 - Adaptability to Change – able to be flexible and supportive, able to positively and proactively assimilate change in rapid growth environment.
 - Relationship Management – able to personally provide high level of interactive service to others, building relationships and addressing identified needs.
 - Analytical Aptitude & Problem Solving - Proven skills in identifying issues, developing creative solutions and options, and following through with

implementing resolutions; able to make well-reasoned, sensible and timely decisions based on careful, objective review and informed analysis of available information, considerations and other factors.

- Systems & Software - proficient level of knowledge of Microsoft Office and/or relevant position software programs.
- Leadership – has demonstrated success as an entrepreneurial, high energy, driven, hands-on leader; possesses expertise in selecting, training, developing, coaching, mentoring, and retaining a highly motivated workforce.
- Able to effectively handle confidential and proprietary information.
- Ethics – able to demonstrate integrity, professionalism, civility, and a high degree of ethics in all job-related actions
- Critical Thinking and Judgement – able to make well-reasoned, sensible and timely decisions based on careful, objective review and informed analysis of available information, considerations and other factors.
- Multi-task – ability to expeditiously organize, coordinate, manage, prioritize, and perform multiple tasks simultaneously to swiftly assess a situation, determine a logical course of action, and apply the appropriate response.

DIRECTOR OF STUDENT LIFE, ENGAGEMENT AND LEADERSHIP

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX003
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) DIRECTOR OF STUDENTS LIFE, ENGAGEMENT AND LEADERSHIP	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
SECTION: DIRECTOR OF STUDENTS LIFE, ENGAGEMENT AND LEADERSHIP.	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Vice President of Students and Administrative Services

ORGANISATIONAL RELATIONSHIP:

Supervises: Coordinator for Students Services and Experience.

Coordinates with: Vice Presidents, Administrative and Finance Divisions, Executive Officer.

PURPOSE

The Director of Student Life, Engagement, and Leadership is working under the direction of the Vice President of Student Administrative Services, to ensure diverse, equitable, and inclusive student life programming. The Director of Student Life, Engagement, and Leadership is responsible for creating, implementing, and assessing a robust student life and co-curricular student experience through campus activities and events, campus-community engagement and enrichment, and student leadership development. In addition, the Director of Student Life, Engagement, and Leadership ensures all students find a sense of belonging and connection to Innovative University of Enga beyond the classroom.

The Director of Student Life, Engagement, and Leadership Department must be student-centered as per the core value at Innovative University of Enga, so everyone who works at IUE puts students at the heart of what the University does. The Director of Student Life, Engagement, and Leadership is the chief ambassador for students, leading a strong Team who are committed to supporting the well-being and success of IUE's students throughout their time at Innovative University of Enga.

The Director of Student Life, Engagement, and Leadership is responsible for the strategic leadership of a broad range of functions including:

- a. Wellbeing & Support Funding, Guidance, Retention, Health and Wellbeing, Students Service;
- b. Engagement & Employability Admissions, Careers Advice and Partnerships; and
- c. Inclusion, Equality and Diversity.

The Director will install a passion and enthusiasm for enhancing the student experience, not only in the Team of Students Services but across the whole University. The Director will work with internal and external partners to provide vision, leadership and an ethos of innovative practice in how IUE delivers the best quality of experience for all of our students.

DUTIES AND RESPONSIBILITIES:

1. Provide strategic and operational oversight of all aspects of Student Life, Engagement, and Leadership while providing direct supervision of staff.
2. Responsible for the development and implementation of non-academic programs and services that are inclusive and support a diverse student body.

3. Ensure that all direct and indirect programmatic efforts align with the motto, vision, mission and goals of IUE, student affairs, and the department itself, directing and executing major, large-scale programs and campus-wide events as needed.
4. Regularly assess the impact of the department's efforts on student engagement, development, and success.
5. Serve as a responsible fiscal agent of IUE while managing department and student groups/organizations budgets, allocating resources appropriately, and spending Student Fee Revenue appropriately.
6. Cultivate opportunities for collaboration and partnerships with other IUE departments to create mutually beneficial collaborations with the Department of Student Life, Engagement, and Leadership-specific programs and student groups/organizations.
7. Develop and implement opportunities for students to participate in sports and intellectual team activities (i.e., intramural sports, debate team, etc.)
8. Provide leadership, mentoring, and oversight of the Student Representative Council (SRC)
9. Cultivate leadership development opportunities for students across all campuses.
10. Collaborate with SPC and Faculties to develop a robust selection of student clubs and organizations that focus on supporting the needs and interests of all students at IUE. In addition, promote and support campus clubs and organizations, including Faculties advisor training and new club orientation.
11. Develop, implement, and direct student life programming to support various student populations.
12. Effectively manage the development of a vision and mission aligned with the IUE's vision and mission.
13. Collaborate with University leaders in admission, financial aid, advising, and academics to enhance students' experience at IUE.
14. Serve as IUE's liaison for services in the IUE academic community and to off-campus stakeholders.
15. Provide training for faculties and staff on serving various student populations.
16. Commitment to diversity, equity, and inclusion; demonstrated ability to work effectively with a culturally diverse workforce, including those with different levels of academic preparation and varying physical and learning abilities, and socioeconomic levels.
17. Actively participates in the IUE Pastoral Care Team, as required
18. Demonstrate a positive and proactive approach in identifying problems, creating innovative solutions, and managing projects.
19. Demonstrate personal and professional integrity, which communicates a sense of mission, leadership, and ability to self-start.
20. Perform other duties as assigned by the Vice President of Student and Administrative Services.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree in student affairs, higher education administration, or related field.

- b. Five (5) or more years of experience in student activities, leadership development, or curriculum development.
- c. Previous work experience with University community populations.
- d. Excellent written, oral, and interpersonal communication skill
- e. Evidence of commitment to diversity, equity, and inclusion.
- f. Knowledge of social media use and applications.
- g. Knowledge of laws and regulations directly related to higher education student affairs processes, policies, and engagement.
- h. Oversight of student affairs programming.

COORDINATOR FOR STUDENT SERVICES AND EXPERIENCES

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX004,05,06 & 07
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) COORDINATOR FOR STUDENT SERVICES AND EXPERIENCES	
BRANCH: N/A	REPORTING TO: DIRECTOR OF STUDENT ENGAGEMENT LIFE, ENGAGEMENT AND LEADERSHIP	
SECTION: COORDINATOR FOR STUDENT SERVICES AND EXPERIENCES	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Director of Student Engagement Life, Engagement and Leadership

ORGANISATIONAL RELATIONSHIP:

Supervises: Dean of Female Students and Dean of Male Students, Sports and Recreation Coordinators, Nurses and Counsellors

Coordinates with: Vice Presidents, Administrative and Finance Divisions and Executive Officer.

PURPOSE

The Coordinator for Student Services and Experiences, under the guidance of the Director of Student Life, Engagement, and Leadership Department and the Vice President for Student Administrative Services ensures high quality instruction, equitable access and learning opportunities for all students. The Coordinator for of Student Services, in collaboration with Deans for Female and Male students, is responsible for the implementation and development of the University equitable, multi-level system of supports framework across the University and provides knowledge, guidance, and support to broad academic, social and emotional, and behavioral systems at the universal, selective, and intensive levels to increase student achievement for all students. The responsibilities under this position include, student safety and well-being, attendance procedures, discipline procedures, University counselor, pastoral team, University nurses and alternative education. In addition, this position ensures compliance with all laws, policies, codes and regulations related to Student Services. The Coordinator for of Student Services will evaluate assigned personnel as needed and perform other related work as required.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership and vision to ensure compliance in matters relating to student code of conduct, alternative education, student's welfare and attendance, guidance services, and University safety.
2. Collaborates with University staff, families, and the community in developing and implementing services and/or programs.
3. Plans, implements, and evaluates educational programming in order to ensure continuous non-academic program improvement for the benefit of all students.
4. Incorporates policies and procedures in accordance with laws and regulations.
5. Guides, directs, and participates in serious discipline processes, including student suspensions and expulsions.
6. Ensures that all practices in the University are legal and ethical for each student/family so that each student has the opportunity to achieve at a high level and be prepared for life success.
7. Manages fiscal resources from the University Fund and State grants; prepares budgets and directs spending; and monitors maintenance for the purpose of fiscal efficiency in providing required services.
8. Supervises and evaluates students' services staff.
9. Develops and updates the non-academic program catalogue.
10. Provides direction, coordination, and guidance to the Deans of Female and Male's counselling services and outside contracted services, as needed.
11. Organizes and conducts training opportunities for staff under her his supervision.

12. Coordinates the work of all University based mental health professionals in the University.
13. Actively participates in the IUE Pastoral Care Team, as required
14. Prepares documentation and reports data to the Vice President Students and Administrative Affairs for the purpose of providing written support, conveying information, and complying with State and University regulations.
15. Writes policies for student's services as required to ensure program consistency and compliance with University regulations.
16. Attends Students Code of Conduct Board Hearing and any other Education Meetings as needed.
17. Performs other related duties as assigned by the Director of Student Life, Engagement, and Leadership.

REQUIREMENTS AND QUALIFICATIONS:

Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of the Vice President for Student Administrative Services.

- a. Master's Degree in Education, Educational Administration, or related field.
- b. Minimum of five years' experience working directly with students.
- c. Three or more years of teaching experiences.
- d. Previous University level experiences.
- e. Experience with behavioural or social and emotional programs.
- f. Bicultural skills.
- g. Knowledge of organizational systems, the role of public education in the Papua New Guinea, racial equity, social justice, culturally relevant instruction/practices, and special education laws and practices.
- h. Ability to collaborate with families and community members of diverse cultural and educational backgrounds.
- i. Ability to manage personnel and programs.
- j. Effective written and verbal communication skills.
- k. Problem solving skills.
- l. Knowledge of curriculum and research-based programming.
- m. Knowledge of IUE and PNG education laws/regulations and policies.
- n. Ability to make independent judgments.
- o. Ability to keep and maintain accurate records and to meet deadlines.

DEAN OF FEMALE STUDENTS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX008,09,10 & 11
OFFICE: Vice President for Student Administrative Services	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) DEAN OF FEMALE STUDENTS
BRANCH: N/A	REPORTING TO: COORDINATOR FOR STUDENT SERVICES AND EXPERIENCE
SECTION: DEAN OF FEMALE STUDENTS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DIVISION/OFFICE: Students Services and Administrative Division

ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator for Student Services and Experience

Supervises: None

Coordinates with: Dean of Male Students, Pastoral Team, Counsellor Officer and Chaplain, Sports and Recreation Coordinators and Nurse.

PURPOSE

The Dean of Female Students is the coordinator of non-academic, social, and religious activities and all responsibilities of female students. She assumes the role of a confidant for all female students. The main function of this position is to maintain harmony in the lives of the students and wellbeing.

The Dean of Female Students is appointed by the President upon the recommendation of the Vice President for Student Administrative Services for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES

1. Is available to students at any time, day or night and becomes their 'parent' and supporter to the degree and extent the individual students desire or require.

2. Is a member of Innovative University of Enga committees dealing with student code of conduct, appeals, social, religious and sport services (e.g. attends meetings of the Students Conduct Board Hearing).
3. Draws up programs for Community Service and leisure activities together with students.
4. Supervises students during their Community Service and work parades.
5. Maintains harmony in the residential halls of students of the University and oversees the students' welfare.
6. Conducts regular consultations hours for students and pays regular visits to them.
7. Facilitates the resolution of conflicts and grievances among students and between them and others.
8. Overlooks maintenance requests for dormitories and liaises with the Maintenance Department for seeking their services.
9. Responsible for the students' observance of IUE policies and procedures.
10. Supervises dorm captains in carrying out their duties.
11. Provides basic student services that promote the development of a well-integrated person.
12. Actively participates in the IUE Pastoral Care Team, as required
13. Responsible for the maintenance of order and discipline in the female dormitories.
14. Performs other functions that may be assigned or delegated by the Coordinator for Student Services and Experience.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Diploma preferable BA in management or a social field.
- b. Knowledge – of PNG culture, psychology, religious and spiritual needs;
- c. Skills – Computer literate (MS Word, Excel, email); people skills; ability to coordinate group activities of academic, social or religious nature; ability to solve grievances and conflicts, and to maintain harmony among people from different cultures and backgrounds; disciplined and ability to discipline others; ability to work as part of a team; ability to be a moral guide.
- d. *Work Experience* – Minimum of 5 years working with and managing young people; experience in supervision and dealing with conflicts;
- e. *Attitude* – willingness to be available to students at all times.

DEAN OF MALE STUDENTS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX012,13,14 & 15
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) DEAN OF MALE STUDENTS	
BRANCH: N/A	REPORTING TO: COORDINATOR FOR STUDENT SERVICES AND EXPERIENCES	
SECTION: DEAN OF MALE STUDENTS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

DIVISION/OFFICE: Students Services and Administrative Division

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator for Students Services and Experience
Supervises:	None
Coordinates with:	Dean of Female Students, Pastoral Team, Counsellor Officer and Chaplain, Sports and Recreation Coordinators and Nurse.

PURPOSE

The Dean of Male Students is the coordinator of non-academic, social, and religious activities and all responsibilities of male students. He assumes the role of a confidant for all male students. The main function of this position is to maintain harmony in the lives of the students and wellbeing.

The Dean of Male Students is appointed by the President upon the recommendation of the Vice President for Student Administrative Services for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES

1. Is available to students at any time, day or night and becomes their 'parent' and supporter to the degree and extent the individual students desire or require.
2. Is a member of Innovative University of Enga committees dealing with student code of conduct, appeals, social, religious and sport services (e.g. attends meetings of the Students Conduct Board Hearing).
3. Draws up programs for Community Service and leisure activities together with students.
4. Supervises students during their Community Service and work parades.
5. Maintains harmony in the residential halls of students of the University and oversees the students' welfare.
6. Conducts regular consultations hours for students and pays regular visits to them.
7. Facilitates the resolution of conflicts and grievances among students and between them and others.
8. Overlooks maintenance requests for dormitories and liaises with the Maintenance Department for seeking their services.
9. Responsible for the students' observance of IUE policies and procedures.
10. Supervises dorm captains in carrying out their duties.
11. Provides basic student services that promote the development of a well-integrated person.
12. Actively participates in the IUE Pastoral Care Team, as required
13. Responsible for the maintenance of order and discipline in the male dormitories.
14. Performs other functions that may be assigned or delegated by the Coordinator for Student Services and Experience.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum Diploma preferable BA in management or a social field.
- b. Knowledge – of PNG culture, psychology, religious and spiritual needs;
- c. Skills – Computer literate (MS Word, Excel, email); people skills; ability to coordinate group activities of academic, social or religious nature; ability to solve grievances and conflicts, and to maintain harmony among people from different cultures and backgrounds; disciplined and ability to discipline others; ability to work as part of a team; ability to be a moral guide.

- d. *Work Experience* – Minimum of 5 years working with and managing young people; experience in supervision and dealing with conflicts;
- e. *Attitude* – willingness to be available to students at all times.

SPORTS AND RECREATION COORDINATOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX016,17,18 & 19
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) SPORTS AND RECREATION COORDINATOR	
BRANCH: N/A	REPORTING TO: COORDINATOR FOR STUDENT SERVICES AND EXPERIENCES	
SECTION: SPORTS AND RECREATION COORDINATOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

REPORTS TO: Coordinator for Student Services and Experiences

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Vice Presidents, Administrative and Finance Divisions, Executive Officer, Dean of Female and Male Students, Pastoral Team, Counsellor Officer and Nurse.

PURPOSE

The Sports and Recreation Coordinator reports to the Coordinator for Student Services and Experiences and directs and coordinates all student related activities and functions, including indoor and outdoor sports activities, to enhance the growth and development of all students by providing social, cultural, recreational, and educational opportunities for all students to engage with the campus and the community.

The sport and physical recreation programmes aim at:

- student self-development;
- student leadership development skills;
- enhancing the profile of sport and physical recreation at the University, within the University and the community;
- increasing participation in sport and physical recreation;
- increasing the quality of student participation in sport and physical recreation;
- assisting students in gaining enjoyment from sport and physical recreation;
- delivering sport and physical recreation safely to students; and
- catering for the different needs of all students.

DUTIES AND RESPONSIBILITIES:

1. Coordinates all student related sports activities and functions.
2. Serves as advisor for the Student Representative Council (SRC).
3. Create, organize, and supervise seasonal male league programs; recruit coaches; train coaches; officiate games, coordinate banquets, order equipment and uniforms; schedule games/practices as needed, etc.
4. Teach recreational enrichment classes during after normal teaching hours and camps or as assigned by the Coordinator Student Services and Experiences.
5. Assist in coordinating other sports enrichment classes.
6. Supervise scorekeepers and manage the contract with the Referees and Umpires associations.
7. Work as part of the Camp team during semester breaks.
8. Promotes, organizes, schedules, and supervises student indoor and outdoor recreational programs.
9. Promotes and supports campus female and male's sport clubs and organizations; promotes the creation and development of new female and male's sport campus clubs and organizations; provides an annual orientation for all male sport clubs and organizations; maintains appropriate contact with all male sport clubs and organizations, including advisors.
10. Promotes, organizes, and coordinates campus special events such as Sports Festival, movie nights, and other activities;
11. Coordinates, prepares, and disseminates publications related to student clubs, student activities, student indoor and outdoor activities, and student services, to students, staff and the community.
12. Assists in preparing and editing student e-flyers, e-posters, e-literature and other e-materials prepared by student groups for on and off-campus e-distribution. Implements and oversees processes for e-posting/distributing of e-materials on campus as requested.

13. Maintains accurate records of all student sport activities events and Student Representative Council activities (including event proposals, budgets, contacts, contracts, media/publicity, and evaluations).
14. Coordinates campus volunteer programs; maintains accurate records of all volunteer programs that IUE student organizations sponsor, co-sponsor, and/or participate in on behalf of the University.
15. Maintains and regularly publishes an up to date e-calendar of activities and events that is made readily available to all IUE students.
16. Coordinates travel arrangements for students related to sports activities travel in accordance with IUE policies and procedures.
17. Communicates with current and potential students about sports events and/or student life opportunities available at IUE.
18. Manage inventory of recreational and sports league equipment, ensuring that the amount of equipment is sufficient for program needs and that equipment is in good working condition.
19. Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
20. Plan, coordinate, schedule, promote, lead, and evaluate recreation programs and special events.
21. Research and assist in formulating safety policies and procedures.
22. Analyse and report outcomes.
23. Assist in the development and monitoring of the Sports and Recreation program budget.
24. Partner with other program staff to develop and carry out developmentally appropriate recreation and fitness activities.
25. Create daily fitness challenges.
26. Coordinate gym use and rentals with IUE Administration Division.
27. Serves as students' services liaison to IUE sports programs.
28. Assists with the development and evaluation of student's recruitment activities into a different sports club.
29. Develops and maintains an appropriate student's life environment within the University.
30. Assists with graduation ceremonies, as required.
31. Actively participates in the IUE Pastoral Care Team, as required.
32. Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
33. Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
34. Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
35. Performs all other duties, as assigned by the Coordinator Student Services and Experiences.

REQUIREMENTS AND QUALIFICATIONS:

- a. Master's Degree or Bachelor's Degree in sport/recreation management, education or related field.
- b. Minimum three (3) years working with youth in sport or recreation activities.
- c. Knowledge of overall operations of athletic program.
- d. Demonstrated understanding of, and a commitment to: the IUE academic community vision, mission and purpose; teaching and learning; high academic standards; and, student success.
- e. Knowledge and experience using integrated software systems and Microsoft applications (with proficiency in MS Word, Outlook, Publisher, Excel, and PowerPoint presentation).
- f. Ability to work effectively with a diverse student population.
- g. Demonstrated organizational skills with attention to detail.
- h. Ability to work a flexible work schedule including evenings and weekends as needed.
- i. Demonstrated excellent oral and written interpersonal skills to effectively communicate with students, Faculties staff, and the general public.
- j. Skill in establishing and maintaining effective working relationship with students, employees and the public.
- k. Skill in facilitating and modelling a quality student service orientation.
- l. Ability to efficiently multi-task and conduct/complete independent work assignments.

INNOVATIVE UNIVERSITY OF ENGA NURSE

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX0020,21,22 & 23
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) IUE NURSE	
BRANCH: N/A	REPORTING TO: COORDINATOR STUDENT SERVICES AND EXPERIENCES	
SECTION: IUE NURSE	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
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IUE ACT 2022	New Position	New Position
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REPORTS TO: **Coordinator Student Services and Experiences**

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Vice Presidents, Administrative and Finance Divisions, Executive Officer, Vice Presidents, Administrative and Finance Divisions, Executive Officer, Dean of Female and Male Students, Pastoral Team and Counsellor Officer.

PURPOSE

The Innovative University of Enga Nurse/s is (are) responsible to manage a health programme for the assessment, evaluation, maintenance and improvement of the health of students. The nurse will assist in removing or modifying health related barriers to learning in individual students and will help to promote the prevention of illness and disability as well as early detection and correction of health problems.

DUTIES AND RESPONSIBILITIES:

1. To provide confidential health advice to individual students.
2. To assess students who arrive in the sick bay and arrange a doctor's appointment or, if appropriate, administer medication if required or send them to their lessons if they are believed to be well enough. If a student is judged by key members of staff to be too ill to come into the IUE Health Centre, they will report this to the University Nurse who may need to visit the student in his/her room and make an assessment.
3. To manage and isolate students appropriately who may have an infectious disease.
4. To manage the IUE Health Centre including making the beds, keeping the room hygienic and comfortable, ensuring there is adequate supervision of students.
5. Keeping account of stock and reordering as required within a budget.
6. To communicate with other members of staff regarding the welfare of students, but recognising the importance of confidentiality and reporting appropriately to the Coordinator Student Services and Experiences in line with IUE policy.
7. To contact, in consultation with the Coordinator for Student Services and Experience, the Dean of Faculty, Tutors, parents or guardians to secure information relating to a student's health and to comply with legal requirements.
8. To assist in promoting health focusing on:
 - a. Exercise and healthy eating;
 - b. Dealing with stress;
 - c. Mental health and wellbeing, including depression and bullying;

- d. Drug and alcohol abuse and smoking
- 9. To maintain communication with the doctor/s' surgery and other agencies in order to promote and maintain students' health and welfare.
- 10. To maintain the University in-house health management system, of any matters related to the health and welfare of a student.
- 11. To monitor all students' medication as prescribed by the University doctor or brought from home and to carry out any necessary Risk Assessments. Parents may be contacted by the Nurse to confirm the correct dosage and storage instructions.
- 12. To monitor the safe storage of all medicines, to comply with statutory requirements and the IUE Policy.
- 13. To report students with contagious diseases to the local public health authorities for the purpose of minimising infection and complying with legal requirements.
- 14. To respond to medical emergency situations.
- 15. To co-ordinate first aid training across staff body and including training in homely remedies for boarding staff.
- 16. To attend and contribute to IUE wide professional training.
- 17. To attend welfare and other meetings as required.
- 18. Preparation and maintaining student health records on using our electronic record.
- 19. To be an active part of the IUE Pastoral Care Team programme and develop the education health programme, including an understanding of current practices and trends relating to University health.
- 20. To arrange meetings/case conferences with other members of staff to discuss concerns about students.
- 21. To arrange meetings/events/activities to promote public safety health activities.
- 22. To help produce individual health plans for young people with disabilities or long-term health conditions.
- 23. To provide training for staff to support young people with healthcare needs such as asthma, diabetes or epilepsy.
- 24. To provide advice for staff on the management and control of infectious diseases.
- 25. Actively participates in the IUE Pastoral Care Team, as required
- 26. Demonstrate day to day commitment to the IUE's motto, vision, mission and core values of excellence, care and community.
- 27. To be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the IUE Health Center.
- 28. To maintain standards of ethics and behaviour in and out of University in particular:
 - a. Treat students with dignity, building relationships rooted in mutual respect;
 - b. Have regard for the need to safeguard students' well-being;
 - c. Show tolerance of and respect for the rights of others;
 - d. Maintain high standards of attendance and punctuality;
 - e. Help to create and maintain a safe working environment for everyone;
 - f. Understand and act within the relevant IUE, national and statutory
 - g. frameworks.

29. Be required to carry out such reasonable additional duties as may from time to time be determined by the Coordinator Student Services and Experiences Director.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in Nursing.
- b. Registered Nurse by the PNG Nursing Board.
- c. Minimum four years of experience in a hospital or clinic.
- d. Knowledge of many areas of health including mental health.
- e. Knowledge of the National Department of Health, IUE laws and policies.
- f. Ability to work independently or with others.
- g. Ability to communicate well with others.
- h. Ability to assess situations and act quickly.
- i. Knowledge of State health regulations.
- j. Ability to multitask.
- k. Driver's License required.
- l. Ability to work evenings and/or weekends as required.

COUNSELLOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEX024,25,26 & 27
OFFICE: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: VICE PRESIDENT FOR STUDENT ADMINISTRATIVE SERVICES	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) COUNSELLOR	
BRANCH: N/A	REPORTING TO: COORDINATOR STUDENT SERVICES AND EXPERIENCES	
SECTION: COUNSELLOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
Gazettal Notice No. G537	New Position	New Position
IUE ACT 2022		
Strategic Plan 2021-2026		

REPORTS TO: Coordinator Student Services and Experiences

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with: Vice Presidents, Administrative and Finance Divisions, Executive Officer, Vice Presidents, Administrative and Finance Divisions, Executive Officer, Dean of Female and Male Students, Pastoral Team and Counsellor Officer.

PURPOSE

The Counsellor is responsible for taking the lead in ensuring efficient and effective systems are in place that supports students' social and emotional needs and development with the aim to foster resilience and personal skills development. The Counsellor will promote student success, provide preventive services, and respond to identified student needs by coordinating a comprehensive pastoral program that addresses personal and social development for students. The Counsellor will also support the aims and values of the University at all times.

The Counsellor is expected to take an active role in pastoral care and behavioural management. Starting with the admissions process, the Counsellor works in partnership with all members of the IUE academic community to establish and strengthen positive working relationships in the best interests of student development and provides support and guidance for families and staff when necessary with the overarching goal of student success.

The Counsellor is responsible to the Coordinator Student Services and Experiences in the effective delivery of counselling and support services for students to enhance student wellbeing.

DUTIES AND RESPONSIBILITIES:

1. To provide an effective and confidential counselling service to students.
2. To provide guidance and support to students and operate an effective and appropriate referral process to internal and external support agencies.
3. To adhere to the International recognized Counselling & Psychotherapy accreditation or equivalent ethical framework.
4. Ensure case records on each counselling session is kept in a secure place in accordance with the Data Protection Policy at IUE.
5. Refer student's protection concerns to the senior designated person within the University.
6. Provide guidance and information on the counselling service and the role of the counsellor to students, staff and line managers.
7. Assist in the promotion of counselling and support services to improve the emotional health and wellbeing of students.

8. Contribute to the continual development and quality improvement of the Department in order to meet targets as outlined in the Departmental Operational Plan.
9. To advocate for students' personal and educational needs to:
 - a. provide orientation for new students;
 - b. promote successful student transition between year levels;
 - c. coordinate small group and individual counselling sessions with students regarding;
 - d. coping with difficult personal and family problems;
 - e. increasing self-awareness and developing positive self-concept;
 - f. Liaise with the Learning Support and academic staff concerning students with learning support and academic needs that could affect the students' academic performance and/or behaviour; and
 - g. Take an active role in behavioural management and pastoral care.
10. Represent the University at promotional events.
11. Ensure compliance with all Health and Safety requirements as laid down in the University Policy.
12. Actively participates in the IUE Pastoral Care Team, as required
13. Be aware of and ensure the implementation of all University policies.
14. Any other duties in relation to the student support service as specified by the Coordinator Student Services and Experiences.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum Bachelor's Degree or equivalent plus Master's Degree in Guidance and Counselling or a related field required.
- b. Current classroom teacher and guidance counselling certification/qualification.
- c. Minimum four years post-graduate personal and social counselling experience in an educational setting.
- d. Well-versed in psycho-educational interventions.
- e. Experience and expertise in running effective parent education workshops.
- f. Proven success in providing effective leadership, motivation and guidance to students, staff and parents.
- g. Demonstrated ability to build positive working relationships with colleagues including the establishment of and participation in collaborative structures.
- h. Excellent interpersonal and communication skills in English, both verbal and written.
- i. Understanding of the relevant University section student and transitional grades.
- j. Strong ICT skills and a knowledge of their effective use to support pedagogy.
- k. The ability to work with tact and discretion and to maintain appropriate confidentiality.
- l. Detail-oriented with strong organizational, time management and multi-tasking skills.
- m. Ability to understand and empathize with social and cultural diversity.
- n. Demonstrated reliability in current position including an excellent attendance record.
- o. Maturity and commitment to exercise sound judgment.

- p. Able to demonstrate flexibility and initiative in support of all IUE related activities.
- q. Driver's License required.
- r. Ability to work evenings and/or weekends as required.

PASTORAL CARE TEAM

DIVISION/OFFICE: Vice President Students Administrative Services

ORGANISATIONAL RELATIONSHIPS

Reports to: Vice President Students and Administrative Affairs

Supervises: None

Coordinates with: Dean of Faculties, Psychologies Officer and Chaplain

PURPOSE

The Provision of an excellent standard of pastoral care for students at Innovative University of Enga.

The Innovative University of Enga "pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the Institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn, everyone in the community helps in promoting unity".¹

FUNCTION

The Pastoral Care Team can be described in the role of shepherds caring for their sheep in the pasture in Christian religious communities, and this is a good explanation into its meaning in an education context at the Innovative University of Enga. It is shaped and formed by the example of Jesus - the Good Shepherd and Christian Teaching.

The Pastoral Care Team function is critical as it is looking after the total welfare of all students, and the pastoral care, has a central educative purpose in itself, and therefore should not be seen as a way of simply supporting the academic work.

Innovative University of Enga pays attention to pastoral care, pastoral structures in education at IUE, and how effective pastoral care can enhance academic outcomes

¹ Ex Corde Ecclesiae

and assist in enriching learners' lives and wellbeing. IUE's objectives of pastoral care are to:

- a. Enhance learners' experiences;
- b. Support teaching and learning;
- c. Prepare learners for their next steps;
- d. Ensure that learners benefit from onsite counselling services;
- e. Teach learners to show respect for others; and
- f. Maintain an orderly environment.

IUE pastoral care is linked to academic engagement and performance fostering friendly relationships among learners. These factors are solutions to improve non-attendance and other forms of absenteeism and enhance resilience and, hence, academic outcomes in learners.

Pastoral care at IUE means also a whole-University strategic and operational approach to improve learners' attendance, and to foster an atmosphere that is conducive for learning and promotes tolerance, resilience, fairness and equal opportunities for all, with due regard for protected characteristics. Such an approach to pastoral care will eliminate racism, inequality, discrimination and other hindrances to learning, to create an ethos that culminates in engagement and academic achievement of learners. Therefore, IUE effective pastoral care will:

- a. Improve students' attendance and retention rates;
- b. Foster an orderly atmosphere in which all students can access opportunities, and enhance their academic achievements;
- c. Promote tolerance, especially in students and lecturers with due regard for protected characteristics;
- d. Subdue racism and inequality; and
- e. Teach respect for self and others.

Pastoral care at Innovative University of Enga is an institutional and individual response to the University's trust in God. It is based on respect for the dignity and uniqueness of each and every person who is made in the image and likeness of God.

Innovative University of Enga seeks to promote and enhance the wellbeing of each individual student; to help them achieve wholeness as human persons. IUE does this through the provision of an integrative education, a personalized educational experience for every student, and providing opportunities and an environment in which students are encouraged to grow and develop in all aspects of their life: personal, social, physical, mental and spiritual.

Tangible evidence of pastoral care at Innovative University of Enga can be seen from the personalized approach to admissions, small class sizes, one-on-one contact with academic staff, individualized academic and counselling support programs, welcoming liturgies and faith opportunities, sporting and cultural activities.

Above all, students are the reason for and centre of Innovative University of Enga. In all that it does, the University seeks to provide an environment in which every student is encouraged and enabled to develop their own unique gifts and talents, to realize

their God given potential, to realize their interconnectedness with all others and to seek to serve God and the Country.

INNOVATIVE UNIVERSITY OF ENGA'S AUXILIARY SERVICES

DIVISION/OFFICE: Vice President Students Administrative Services

ORGANISATIONAL RELATIONSHIPS

Reports to: Vice President Students Administrative Services

Supervises: None

Coordinates with: Dean of Faculties, Director of Student Life, Engagement and Leadership

PURPOSE

Auxiliary Services is a diverse group of service units offering goods and services to the University community that are essential to academic and administrative success of each individual students, staff and the University. By providing convenient, user friendly, customer driven and cost-effective goods and services, Auxiliary Services supports the University's vision, mission, objectives and enhances the student experience.

- Auxiliary Services supports the University community through Fleet Services, Market Services, Contract Administration's oversight of food and beverage services.
- Auxiliary Services support the University community through these units: Students and Staff Housing & Residential Life, Students Dining, Transportation Services and other services as required.
- Auxiliary Services, primarily self-supporting units, takes pride in making students and staff services the top priority, routinely exceeding students and staff expectations as evidenced in annual surveys conducted in all units.
- Auxiliary Services units have to annually implemented many cost cutting measures while maintaining high levels of students and staff satisfaction.

Primary Services

- a. Housing & Residential Life of Students and Student Housing.
- b. Conference & Event Services.
- c. Residential Life Programs Off-Campus approved Service.
- d. Transportation Services.
- e. Transit Services.
- f. Fleet Services Transportation Alternatives Transportation Infrastructure.

- g. Market Services.
- h. e-Procurement Materials Management Logistics/Distribution

Note:

All job descriptions in no way states or implies that these are the only duties to be performed by the employee/s occupying the above-mentioned position/s. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable State laws and Innovative University of Enga 's policies. Certain job functions described herein may be subject to possible modification in accordance with applicable State laws and Innovative University of Enga 's policies.

**DEPARTMENT OF THE INNOVATIVE UNIVERSITY OF ENGA
STUDENT'S KITCHEN & DINING FACILITY**

Innovative University of Enga is located in a remote part of Papua New Guinea and is operating at four (4) campuses; thus, the University has no option but to provide catering services to its students as they are not available at one central location. A well-organized student's kitchen & dining facility is guaranteed success for the University's quality of education. Each of these positions as listed below are very important for the proper functioning of student's kitchen & dining facility. To ensure quality of services and to reduce expenditure of operation of the Department such are purchasing, inventory and monitoring are centralized

EXECUTIVE CHEF - MANAGER

IDENTIFICATION		
AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA028
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: EXECUTIVE CHEF - MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative University of Enga Student's Kitchen & Dining Facility Department	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	
SECTION: EXECUTIVE CHEF - MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: EXECUTIVE CHEF - MANAGER

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Vice President Students Administrative Services

Supervises: Chefs (Four in total), Nutrition Officer, Hygiene Supervisor, Puncher/Kitchen Manager and Inventory Assistant Officer.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Heads of Department.

PURPOSE

The Executive Chef - Manager is a highly skilled professional cook who oversees the operations of a student's kitchen & dining facility. She/he is responsible for the food that comes out of a kitchen, from conception to execution.

DUTIES AND RESPONSIBILITIES:

1. Design menus that enhance students' culinary experience while keeping up high quality;
2. Submit cost proposals to the Vice President Students Administrative Services for menu items and approval;
3. Create and test new menus;
4. Provide feedback to the IUE Executive Leadership and Management Board regarding the food quality of large bulk purchases;
5. Ensure that all food preparation is in accordance with regulatory guidelines;
6. Design standardized food presentation guidelines for each dish;
7. Monitor inventory levels of commonly used items;
8. Look for ways to reduce spoilage of infrequently used items; and
9. Hire, train, and manage staff regularly.

REQUIREMENTS AND QUALIFICATIONS:

- a. 10 years' experience as a Head Chef.

- b. Ability to track expenses and manage a budget.
- c. Licensure from the Food and Drug Administration (FDA), or another certifying agency.
- d. Sense of ownership and pride in the performance and its impact on University's success.
- e. Team player.
- f. Good time-management skills.
- g. Great interpersonal and communication skills.
- h. Strong passion for the art of food design.
- i. Culinary Degree or equivalent experience.

CHEF

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA029,30,31 &32
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT	
BRANCH: N/A	REPORTING TO: Executive Chef Students Catering Department	
SECTION: CHEF	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: CHEF

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Executive Chef

Supervises: Cools, Assistant Cooks and Kitchen Porters

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Heads of Department.

PURPOSE

The main responsibilities of the Chef (Station Chef at each campus) include overseeing of student's kitchen by managing other members of the team and deciding on which dishes to serve to meet high-quality.

In addition. She/he will assist in prep work, such as chopping vegetables, but more often will be involved in preparing and cooking specialty dishes.

DUTIES AND RESPONSIBILITIES:

1. Create new and innovative menu items;
2. Manage the overall menu;
3. Ensure the highest quality in preparation of dishes;
4. Make sure ingredients are always fresh and high-quality;
5. Regularly check food and beverage in stock, cooking supplies, tools and equipment;
6. Cook dishes in accordance with previously set menus;
7. Regularly check and inspect inventory levels;
8. Place orders for new supplies in a timely manner;
9. Ensure kitchen and other supplies are always clean;
10. Prepare special dishes for guests with special dietary needs; and
11. Supervise and lead kitchen staff.

REQUIREMENTS AND QUALIFICATIONS:

- a. Previous working experience as a Chef for 5 years.
- b. Excellent communication, interpersonal and leadership skills.
- c. Excellent organizational and time-management skills.
- d. Ability to motivate others and lead by example.
- e. In-depth knowledge of cooking trends and best practices.
- f. Diploma or BA degree in Culinary or equivalent.

NUTRITION OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA033
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: NUTRITION OFFICER	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT
BRANCH: N/A	REPORTING TO: EXECUTIVE CHEF
SECTION: NUTRITION OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: NUTRITION OFFICER

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Executive Chef

Supervises: Non

Coordinates with: Chefs, Hygiene Supervisor, Purchaser/Kitchen Manger and Inventory Assistant Officer

PURPOSE

A Nutrition Officer evaluates students' needs to identify their dietary requirements and restrictions. She/he uses her/his expert knowledge of nutrition and food to help students make better healthy food choices. Her/his duties include creating meal plans, training the kitchen staff, and establishing healthy goals to be achieved by the University's students.

A nutritionist at IUE, she/he is responsible for assessing student's needs by using scientific methods and determining the most suitable nutrition plans. She/he must be qualified and well-versed in relevant matters and skilled in suggesting personalized solutions.

The goal is to contribute to the maintenance of a student's healthy constitution thus delivering value to IUE by strengthening its reputations.

DUTIES AND RESPONSIBILITIES:

1. Meeting with students and identifying their dietary needs by assessing their health, exercise routine, and food habits;
2. Developing and helping implement personalized nutrition plans (if required) for students;
3. Offering advice on how to stay healthy and providing support to help students with their progress;
4. Overseeing with the Executive Chef - Manager consultation calendar to ensure efficiency;
5. Simplifying important information for students and explaining the benefits of staying on a healthy diet;
6. Helping establish short and long-term nutritional goals for the University;
7. Ensuring that students stay updated on the latest nutritional diets and trends; and
8. Teaching the kitchen staff about nutrition through group in-house workshops.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's degree in nutritional science, dietetics, or relevant field.
- b. A minimum of 2 years' experience as a professional nutritionist.
- c. In-depth knowledge of biochemistry, research methods, and human physiology.
- d. Excellent communication and presentation skills.
- e. A critical thinker with outstanding interpersonal skills.

HYGIENE SUPERVISOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA034
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: HYGIENE SUPERVISOR	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT	
BRANCH: N/A	REPORTING TO: EXECUTIVE CHEF	
SECTION: HYGIENE SUPERVISOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
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IUE ACT 2022	New Position	New Position
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JOB DESCRIPTION: HYGIENE SUPERVISOR

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Executive Chef

Supervises: Non

Coordinates with: Nutrition Officer, Station Chef, Purchaser/Kitchen Manger and Inventory Assistant Officer

PURPOSE

Hygiene Supervisor is responsible for ensuring food making companies providing services to the University adhere to State Health Sanitation Protocols. She/he implements Innovative University of Enga cleaning policies, perform daily sanitation inspections, and oversee the duties of the cleaning workers.

DUTIES AND RESPONSIBILITIES:

1. To identify key areas of risk in various food operations for early remedial actions;
2. To ensure compliance with the regulations, licensing conditions and codes of practice relating to food productions;
3. To monitor the health condition of food handlers and to arrange medical examination or suspension of work where necessary;
4. To provide in-house training for the food handlers;
5. To handle complaints or enquiries from students on food hygiene matters;
6. To act as a focal point of contact with the Food and Environmental matters;
7. To advise food handlers on the proper food handling practices and ensure their observance;
8. To conduct daily checks on the personal, environmental and food hygiene conditions of the food establishment and keep records on the findings; and
9. To act as a focal point of contact with the Food and Environmental Hygiene Department.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's degree in food science or a similar field.
- b. Previous experience as a sanitation supervisor.
- c. Extensive knowledge of the food and beverage industry.
- d. Strong attention to detail.
- e. Advanced managerial skills.

- f. Detailed knowledge of cleaning chemicals and safety protocols.
- g. Excellent analytical and problem-solving skills.
- h. Strong written and verbal communication skills.
- i. Ability to design and implement training programs.

PURCHASER/KITCHEN MANAGER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA035
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: PURCHASING/KITCHEN MANAGER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT	
BRANCH: N/A	REPORTING TO: Chef	
SECTION: PURCHASING/KITCHEN MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PURCHASING/KITCHEN MANAGER

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Executive Chef

Supervises: Non

Coordinates with: Nutrition Officer, Station Chef, Inventory Assistant Officer
Nutrition Officer, Station Chef and Hygiene Supervisor.

PURPOSE

The Purchasing/Kitchen Manager is in charge of carrying out complete inventories of everything in the kitchen at four campuses – she/he must make sure that all the ingredients are available.

Responsible for maintaining quality standards in the student's kitchen and dining facility, implementing the global and national compliance standards, managing the food supply chain and range competence in the storeroom.

DUTIES AND RESPONSIBILITIES:

1. Ensure IUE's student's kitchen & dining facilities, food operating and brand standards are consistently met to support brand consistency by implementing the following:
 - a. Coordinating food orders
 - b. Maintaining kitchen inventory
 - c. Purchasing kitchen equipment and food supplies
 - d. Keeping cost reports
 - e. Ensuring pleasant customer experience
 - f. Maintaining health and safety standards
 - g. Ensuring the kitchen is properly equipped, cleaned and sanitize.
2. Supports the implementation of the IUE's healthy food concept and develops action plans for IUE food to support commercial goals, including sales, productivity, performance analysis and problem resolution, food and operational cost control, merchandising and maintenance of the IUE food sales areas when possible;
3. Oversees the IUE food making team, ensuring efficient execution of routines including goods flow, inventory management, purchasing, ordering, waste management and invoicing;
4. Establishes and monitors routines for equipment maintenance in the student's kitchen & dining facility;
5. Ensures that all food incidents, or potential incidents, are reported;
6. Plans, maintains and forecasts a proper supply planning, ordering, efficient goods handling and inventory management; and
7. Contributes to an environment where the IUE culture is a strong and living reality that embraces the diversity of healthy food choices.

REQUIREMENTS AND QUALIFICATIONS:

- a. Minimum of a Bachelor's Degree in Restaurant Management
- b. Minimum of 5 years of experience as Kitchen Manager or Restaurant Manager
- c. Knowledge of a wide range of food recipes
- d. Excellent verbal and written communication skills
- e. Strong planning skills
- f. Ability to manage conflict
- g. Excellent organizational skills
- h. Ability to work well in a team environment
- i. Excellent leadership skills
- j. Ability to work in a fast-paced environment

INVENTORY AND ASSISTANT OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA036
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: INVENTORY AND ASSISTANT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT	
BRANCH: N/A	REPORTING TO: PURCHASING/KITCHEN MANAGER	
SECTION: INVENTORY AND ASSISTANT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: INVENTORY AND ASSISTANT OFFICER

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Executive Chef

Supervises: Cleaning Staff and Dishwasher Staff

Coordinates with: Nutrition Officer, Station Chef, Purchasing Kitchen Manger and Hygiene Supervisor

PURPOSE

The Inventory and Assistant Officer responsibilities making Inventory as also includes researching new vendors, tracking deliveries and updating order records (e.g. dates, invoices and discounts.) She/he will make cost-effective purchases and ensure we maintain a fully stocked inventory.

DUTIES AND RESPONSIBILITIES:

1. Monitor stock levels and identify purchasing needs;
2. Research potential vendors;
3. Track orders and ensure timely delivery;
4. Update internal databases with order details (dates, vendors, quantities, discounts);
5. Conduct market research to identify pricing trends;
6. Evaluate offers from vendors and negotiate better prices;
7. Prepare cost analyses;
8. Maintain updated records of invoices and contracts;
9. Follow up with suppliers, as needed, to confirm or change orders; and
10. Liaise with warehouse staff to ensure all products arrive in good condition.

REQUIREMENTS AND QUALIFICATIONS:

- a. Work experience as a Purchasing Assistant, or similar role
- b. Good understanding of supply chain procedures
- c. Hands-on experience with purchasing software
- d. Advanced knowledge of MS Excel
- e. Knowledge of market research
- f. Solid organizational skills
- g. BSc in Logistics, Business Administration or relevant field

COOKS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA037,38,39 & 40
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: COOKS	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT	
BRANCH: N/A	REPORTING TO: Station Chef	
SECTION: COOKS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: COOKS

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Station Chef

Supervises: Non

Coordinates with: Nutrition Officer, Hygiene Supervisor, Purchasing/Kitchen Manger, Assistant Cooks and Kitchen Porters

PURPOSE

Cooks are the hands of the kitchen - the ones in charge of executing all orders under the supervision of the executive chef.

Prepares, seasons, and cooks a wide variety of meats, vegetables, soups, breakfast dishes, and other food items. Each cook in a kitchen has their own responsibilities. As a team, cooks collaborate to prepare food, to provide delicious meals for the students they are serving.

DUTIES AND RESPONSIBILITIES:

1. Receives food ingredients and supplies from main kitchen and pantry as required for daily operations.
2. Reviews production schedule to determine food requirements including variety and quantity of food for preparation and to assemble supplies and equipment needed for daily cooking activities.
3. Prepares and displays a wide variety of foods such as vegetables, fruits, meats, soups, salads, simple pastries/breads and cereals in accordance with prescribed recipes using a full range of cooking methods; tests foods being cooked for quality.
4. Completes production sheets and other records as required.
5. Maintains clean work areas, utensils, and equipment.
6. Caters special events as required.
7. Attends to day-to-day problems and needs concerning equipment and food supplies; detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions.
8. May be required to prepare special diets according to prescribed standards.

9. May record inventory and/or order stock.
10. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Ability to gather data, compile information, and prepare reports.
- b. Ability to safely use cleaning equipment and supplies.
- c. Ability to prepare and bake a variety of pastries, rolls and/or other baked goods.
- d. Skill in cooking and preparing a variety of foods.
- e. Knowledge of food preparation and presentation methods, techniques, and quality standards.
- f. Organizing and coordinating skills.
- g. Ability to accept receipt of goods and supplies.
- h. Knowledge of supplies, equipment, and/or services ordering and inventory control.
- i. Diploma; at least 12 months of experience directly related to the duties and responsibilities specified above.

ASSISTANT COOKS

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA041,42,43 & 45
OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: ASSISTANT COOKS	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative University of Enga Student's Kitchen & Dining Facility Department	
BRANCH: N/A	REPORTING TO: STATION CHEF	
SECTION: ASSISTANT COOKS	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JIB DESCRIPTION: ASSISTANT COOKS

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Station Chef

Supervises: Kitchen Porters

Coordinates with: Nutrition Officer, Hygiene Supervisor, Purchasing/Kitchen Manger and Kitchen Porters.

PURPOSE

Assistant Cooks are in charge of all kinds of important jobs for the operation of each station, without being directly in charge of cooking or preparing any dish.

DUTIES AND RESPONSIBILITIES:

1. They are in charge of preparing the work area, organizing and cleaning each preparation table under the orders of the station's chef.
2. In addition, they take care of the production area of each station, which includes cleaning and cutting vegetables, cleaning and preparing proteins, and much more.
3. They are also in direct contact with the cleaning crew, as they make sure that every piece of equipment reaches the dishwasher area after it is used.

REQUIREMENTS AND QUALIFICATIONS:

- a. Skill in cooking and preparing a variety of foods.
- b. Knowledge of food preparation and presentation methods, techniques, and quality standards.
- c. Organizing and coordinating skills.
- d. Ability to accept receipt of goods and supplies.
- e. Knowledge of supplies, equipment, and/or services ordering and inventory control.
- f. Diploma; at least 6 months of experience directly related to the duties and responsibilities specified above
- g. Culinary school diploma

KITCHEN PORTER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA046,47,48 & 49
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OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: Kitchen Porter
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT
BRANCH: N/A	REPORTING TO: STATION CHEF
SECTION: Kitchen Porter	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: KITCHEN PORTER

DEPARTMENT: Innovative University of Enga Student's Kitchen & Dining Facility

ORGANISATIONAL RELATIONSHIPS:

Reports to: Station Chef

Supervises: Non

Coordinates with: Assistant Cooks, Cooks and Hygiene Supervisor

PURPOSE

The Kitchen Porter is also commonly known as the kitchen assistant or kitchen hand. Typically, they have no formal culinary training and are responsible for miscellaneous basic tasks. These tasks may include cleaning the food prep area, rinsing salad greens or peeling vegetables.

Those positions only require on-the-job training.

INNOVATIVE UNIVERSITY OF ENGA'S AUXILIARY SERVICES

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA050,51,52,53,54,55 & 56
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OFFICE: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES	DESIGNATION/CLASSIFICATION: AUXILIARY STAFF
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA STUDENT'S KITCHEN & DINING FACILITY DEPARTMENT
BRANCH: N/A	REPORTING TO: VICE PRESIDENT STUDENTS ADMINISTRATIVE SERVICES
SECTION: AUXILIARY STAFF	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

DIVISION/OFFICE: Vice President Students Administrative Services

ORGANISATIONAL RELATIONSHIPS

Reports to: Vice President Students Administrative Services

Supervises: None

Coordinates with: Dean of Faculties, Director of Student Life, Engagement and Leadership

PURPOSE

Auxiliary Services is a diverse group of service units offering goods and services to the University community that are essential to academic and administrative success of each individual students, staff and the University. By providing convenient, user friendly, customer driven and cost-effective goods and services, Auxiliary Services supports the University's vision, mission, objectives and enhances the student experience.

- Auxiliary Services supports the University community through Fleet Services, Market Services, Contract Administration's oversight of food and beverage services.
- Auxiliary Services support the University community through these units: Students and Staff Housing & Residential Life, Students Dining, Transportation Services and other services as required.
- Auxiliary Services, primarily self-supporting units, takes pride in making students and staff services the top priority, routinely exceeding students and staff expectations as evidenced in annual surveys conducted in all units.

- Auxiliary Services units have to annually implemented many cost cutting measures while maintaining high levels of students and staff satisfaction.

VISION, MISSION AND PURPOSE

Vision – To become the quality service provider for the University community.

Mission – To provide high quality goods and services that are:

- a. essential to academic and administrative success;
- b. convenient;
- c. user friendly;
- d. students and staff centric; and
- e. readily available at a quality- for-cost ratio that is not consistently available in the community.

Purpose – To support the University’s education, research and outreach missions by:

- a. enhancing the student experience;
- b. minimizing cost of attendance; and
- c. and providing competitive, customer focused businesses and services.

Strategic Objectives

Students and staff perspective:

- Provide quality goods and services at market competitive prices that meet University Community’ needs and exceed their expectations.

Continuous Improvement & Innovation:

- Continuously analyse, improve and streamline operations to create more efficient and effective processes and services.

Learning & Growth:

- Create a respectful and inclusive workplace that supports the recruiting, hiring, developing and retaining of exceptional employees.

Accountability

- Align and leverage resources with strategic goals and plans of the Innovative University of Enga.

Primary Services

- i. Housing & Residential Life of Students and Student Housing.
- j. Conference & Event Services.
- k. Residential Life Programs Off-Campus approved Service.
- l. Transportation Services.
- m. Transit Services.
- n. Fleet Services Transportation Alternatives Transportation Infrastructure.
- o. Market Services.
- p. e-Procurement Materials Management Logistics/Distribution

Note:

All job descriptions in no way states or implies that these are the only duties to be performed by the employee/s occupying the above-mentioned position/s. Employees

may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable State laws and Innovative University of Enga's policies. Certain job functions described herein may be subject to possible modification in accordance with applicable State laws and Innovative University of Enga policies.

VIII. UNIVERSITY ADMINISTRATION DIVISION

OFFICE FOR THE VICE PRESIDENT UNIVERSITY ADMINISTRATION

INTRODUCTION

The University's Administration Division is led by the Vice President of University's Administration. The duty of the Office of the Vice President of University's Administration is to provide the best possible support for Innovative University of Enga (IUE), faculties, staff and students, and enable a path for IUE's community that impacts academic, social and economic development of the University.

The IUE Administration Division provides strategic planning, resource management and administrative support to the planned activities of the University Administration Division.

It initiates and participates in the development of appropriate policies and processes that enhance the campus-wide efforts related to obtaining, acknowledging, recording and managing public and private projects support received for IUE development.

The University's Administration Division also coordinates and manages the financial and investment activities of the IUE to ensure consistency with the laws and taxes.

This document is organized in two sections to provide a comprehensive information about the University's Administration Division.

Section One: University Administration Division

Section Two: The Office of the Vice-President of University Administration Division

SECTION ONE

UNIVERSITY ADMINISTRATION DIVISION

The University Administration Division is critical to the success of the University, particularly in an area of greater productivity, efficiency, shifting budgetary priorities and continues Universities development. University has identified its strategic priorities, determines what division and department of responsibility best fit its institutional culture, core values, vision and find constructive solutions to deliver quality of services, efficient human resources utilization, ICT and infrastructure projects implementation. The Universities' Administration Division has the ability to fully maximize purchasing power, efficient human resources utilization, generate cost savings, enhance product/service quality and improve procurement efficiency and productivity.

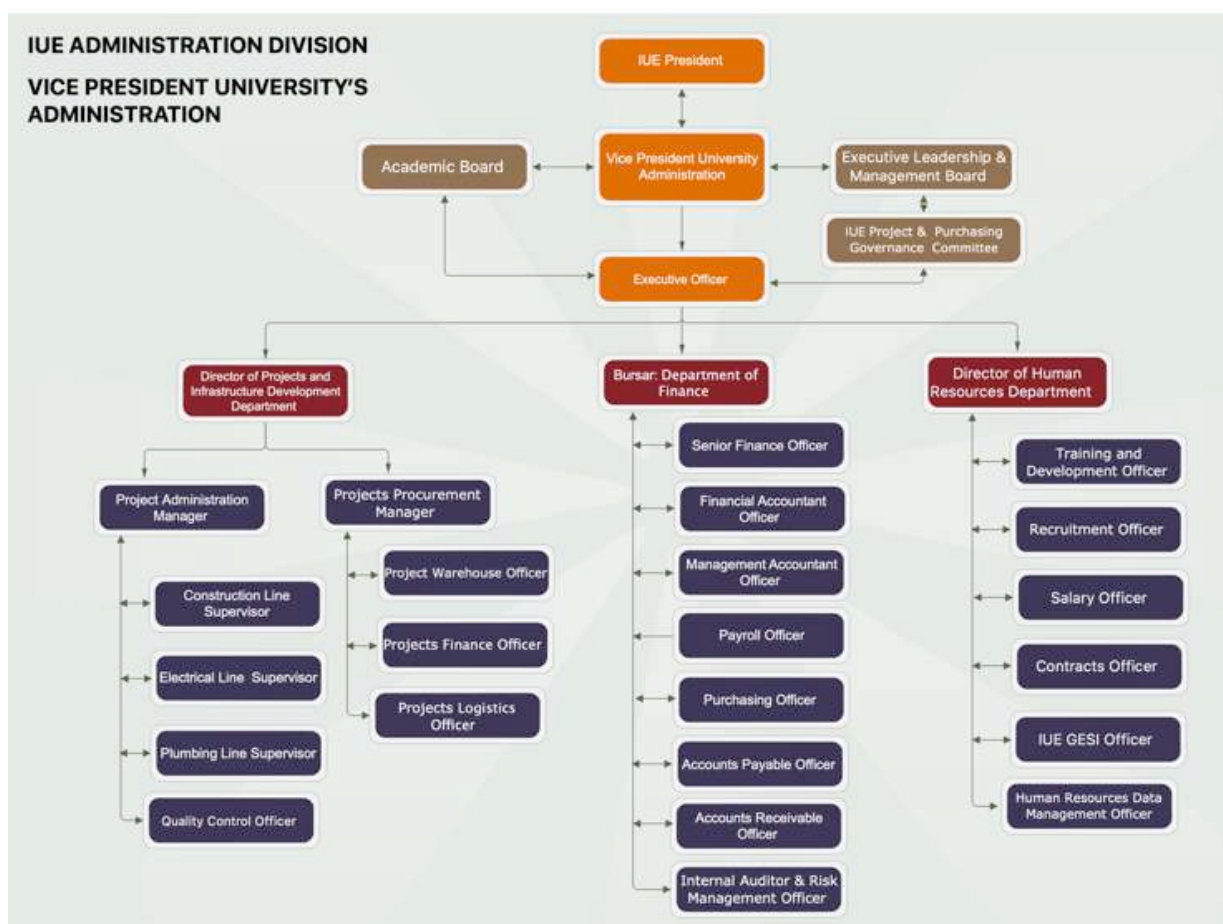
The demand for greater productivity, efficiency and spending restraint in Papua New Guinea public higher education continues to grow. Recession-induced state cutbacks in funding for public colleges and universities, combined with a surge in student enrolments, have made it imperative for these institutions to further scrutinize current spending and implement new reforms and practices that fully leverage every taxpayer and tuition Kina expended, while continuing to ensure accountability. Indeed, there is plenty of evidence in PNG's Universities to suggest that institutions have strenuously pared back spending while protecting their core pursuits of teaching, research and service. Some will argue that the soil has been fully tilled, that all obvious and easily applied cost-saving measures have been put into place. However, IUE believes that more can and must be done and that additional opportunities for cost savings do exist.

The University Administration Division is strategic move made by IUE for cost-saving opportunities in the University procurement which can come up with millions of Kina savings. IUE like other Public Universities spend annually a lot of money to purchase goods and services. IUE is certain of considerable cost savings may be realized at institutional levels to further contain costs, improve efficiency, and boost productivity in an area affecting virtually every aspect of campus operation. All stakeholders have a role to play: State policymakers, State procurement officials, campus leaders, campus procurement professionals, and even end users at the departmental level. The University Administration Division can produce meaningful improvements in the utilization of resources in the purchasing of goods and services by:

- a. Review, and where warranted, amend overly burdensome or outdated institutional policies regarding the approval of procurement decisions over a specified minimum Kina threshold.
- b. Evaluate the prudence of, and where reasonable adjust, University policies that mandate the acceptance of the lowest responsive bids.
- c. Where State policy allows, seek to fully utilize opportunities to participate in group purchasing consortia.
- d. Build a campus culture of procurement accountability. This begins with creating a campus-wide culture that recognizes the importance and value of procurement policy in improving efficiency and cost savings, along with implementing institutional policies to ensure that administrative purchases are made through established contracts, to reduce so-called maverick spending.
- e. Ensure that system and institutional procurement officers receive adequate training and ongoing guidance regarding current state procurement statutes, regulations and policies.

The Innovative University of Enga Administration Division will work through its Project and Purchasing Governance Board to ensue transparency, efficiency and accountability.

The IUE University Administration Division has the following organizational structure.



SECTION TWO

THE OFFICE OF THE VICE-PRESIDENT OF UNIVERSITY ADMINISTRATION DIVISION

The Vice President for University Administration is the Chief Administration officer for the University and advises the President on all matters pertaining to the management and operation of University development, alumni relations, as well as community and donor relations. The Vice President for University Administration also serves as the ex officio member at the IUE Academic Board and the IUE Executive Leadership and Management Board. The Vice President has responsibility for the following administrative units and functions: IUE Bursar – the Department of Finance of the University; Director of Projects and Infrastructure Development Department; and Director of Human Resources Department.

Ref. No.	DESIGNATION	GRADE	AWARD POSITION	HISTORY
IUEEXUA001	Vice President University Administration	22	IUEC	Create
IUEEXUA002	Executive Officer	14	IUEC	Create
IUEEXUA003	Director of Projects and Infrastructure Development Department	19	IUEC	Create

IUEEXUA004	Projects Administration Manager	16	IUEC	Create
IUEEXUA005	Construction Line Supervisor	16	IUEC	Create
IUEEXUA006	Electrical Line Supervisor	16	IUEC	Create
IUEEXUA007	Plumbing Line Supervisor	16	IUEC	Create
IUEEXUA008	Quality Control Officer	14	IUEC	Create
IUEEXUA009	Projects Procurement Manager	15	IUEC	Create
IUEEXUA010	Project Warehouse Officer	13	IUEC	Create
IUEEXUA011	Projects Finance Officer	14	IUEC	Create
IUEEXUA012	Project Logistics Officer	14	IUEC	Create
IUEEXUA013	Bursar – the Department of Finance	18	IUEC	Create
IUEEXUA014	Senior Finance Officer	17	IUEC	Create
IUEEXUA015	Financial Accountant Officer	17	IUEC	Create
IUEEXUA016	Management Account Officer	16	IUEC	Create
IUEEXUA017	Payroll Officer	16	IUEC	Create
IUEEXUA018	Purchasing Officer	17	IUEC	Create
IUEEXUA019	Accounts Payable Officer	16	IUEC	Create
IUEEXUA020	Accounts Receivable Officer	16	IUEC	Create
IUEEXUA021	Internal Audit & Risk Management Officer	16	IUEC	Create
IUEEXUA022	Director of Human Resources Department	16	IUEC	Create
IUEEXUA023	Training & Development Officer	15	IUEC	Create
IUEEXUA024	Recruitment Officer	15	IUEC	Create
IUEEXUA025	Salary Officer	14	IUEC	Create
IUEEXUA026	Contract Officer	14	IUEC	Create
IUEEXUA027	IUE GESI Officer	14	IUEC	Create
IUEEXUA028	Human Resources Data Management Officer	14	IUEC	Create

OFFICE OF: VICE PRESIDENT OF UNIVERSITY ADMINISTRATION

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA001
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT OF UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) VICE PRESIDENT OF UNIVERSITY ADMINISTRATION	
BRANCH: N/A	REPORTING TO: IUE PRESIDENT	
SECTION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: VICE PRESIDENT OF UNIVERSITY ADMINISTRATION

REPORTS TO: IUE President

ORGANISATIONAL RELATIONSHIP:

Supervises:

Executive Officer, IUE Bursar – the Department of Finance of the University; Director of Projects and Infrastructure Development Department; and Director of Human Resources Department.

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services.

PURPOSE

The Vice President of University Administration is responsible for planning, organizing, controlling, and directing the administrative functions and services of the University including fiscal and budgetary systems, coordination of campus food service, coordination of projects, vending contracts, campus technology, accreditation responsibilities; facilities master planning, safety, and other administrative areas.

The Vice President of Administration at Innovative University of Enga serves as the Chief Administration Officer and is responsible for designing and implementing comprehensive institutional Administration programs and recruiting and developing talented team members focused toward the ultimate goal of significantly increasing constituent involvement and project proposals outcomes. The Administration function includes responsibility for developing annual budget, reducing IUE's expenses by efficient goods and services purchasing, enhanced management of staff and IUE's resources, strategic planning, and constituent relations efforts, stewardship, and Administration services.

DUTIES AND RESPONSIBILITIES:

1. Advance the vision, mission, and short and long-term goals of the University in concert with the University President and senior administrative colleagues.

2. Develops and maintains a properly coordinated program of University development and Administration by organizing the various departments of University Administration in a logical, non-duplicative and efficient manner which best meets the work requirements of the Division, monitoring workloads throughout the Division and prioritizing staffing needs accordingly to assure success, and assuming ultimate responsibility for the units and functions included in University Administration.
3. Participate in strategic discussions and develop programs to strengthen the financial resources of the University.
4. Advise the President on University business issues and the fiscal impact of policy options. Provide financial analysis, long-range financial projections and long-term planning to assist the administration in making sound fiscal decisions. Recommend fiscal procedures for efficient allocation of resources for all University operations.
5. Directs the Human Resources Director and the Director for Projects and Infrastructure Development and, enabling them to effectively carry out their respective roles; oversees the program review of these departments.
6. Selects, trains, supervises and evaluates program managers and other staff; coordinates the work of administrative Services with other University divisions and units' services.
7. Responsible for timely and accurate preparation, submission and administration of the University budget. Coordinates the University budget planning process including the distribution of materials and information regarding budget preparation for all University programs and sources of funding. Oversee, administer and coordinate all expenditures within the University budget.
8. In concert with department managers and supervisors, controls and directs the classification of all University expenditures; monitors all purchases and contracts for compliance with funding requirements and State laws governing the use of public funds.
9. Serves as a liaison to various services including accounting budgeting, payroll, purchasing, human resources, maintenance, custodial, information services, police services, risk management and insurance.
10. Provides for short-term problem-solving and long-range facilities planning; communicates with appropriate custodial and maintenance managers regarding the priorities and needs of the University; participates in related committees.
11. Researches and analyzes information/data; prepares or supervises the preparation of a variety of University, State, and other reports as required; makes presentations.
12. Develops, negotiates and authorizes contracts and agreements.
13. Attends Academic Board, the Executive Leadership and Management Board and Chairs the Innovative University of Enga Project and Purchasing Governance Committee meetings; prepares agenda materials and reports.
14. Ensures University compliance with all applicable statutes, regulations, and University accounting, purchasing, payroll and fiscal reporting policies and procedures.

15. Reviews related legislation, code, policies, and procedures; appraises others of pending or needed changes to current practice; recommends the development of or revision to University policies and procedures.
16. Performs other related duties as assigned by the President.

REQUIREMENTS AND QUALIFICATIONS:

- a. **Education:** A Master's Degree or ten years of professional experience is required.
- b. Demonstrate sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
- c. **Knowledge:** Higher Education Institution operations, business and administrative practices; educational and governmental accounting and audit standards and practices. Complex information systems. State laws and regulations pertaining to public higher education. State labor laws. Business management, leadership, supervision. Technology/Computing; Commonly used software and communication mediums.
- d. **Skills and Abilities:** Effectively communicate critical budgetary issues to the President, leadership groups, the University, and the general community; Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material. Demonstrated ability to effect innovative solutions to management and operational issues. Ability to analyze a wide variety of technical, business, and fiscal issues. Skills to organize, direct, oversee, and lead complex operations. Ability to manage time effectively, resolve conflicts and organize work. Proficiency in the use of standard word processing, spreadsheet and communication software.

EXECUTIVE OFFICER TO THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA002
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: EXECUTIVE OFFICER TO THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) OFFICE OF THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION	
BRANCH: N/A	REPORTING TO: THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION	
SECTION:	LOCATION:	

EXECUTIVE OFFICER	INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE
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HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: EXECUTIVE OFFICER

REPORTS TO: THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, IUE Bursar – the Department of Finance of the University; Director of Projects and Infrastructure Development Department; and Director of Human Resources Department.

PURPOSE

The Executive Officer is responsible for the provision of efficient, effective and compliant administrative and secretarial support directly to the Vice President University Administration, in order to ensure the coordination of organizational executive support functions.

The Executive Officer will focus on providing high level, professional support to the Vice President including coordinating minutes and agendas for Committee Meetings and the Executive Management Team such as Executive Leadership and Management Board arranging meetings for the Vice President, travel and professional development opportunities for the Vice President and the liaison with external stakeholders to facilitate activities such as, visiting dignitaries and other ceremonial events.

The Executive Officer will also provide support to the other staff within the Division of the Vice President University Administration responsible for governance, risk, marketing, communications and staff member support, as and when directed by the Vice President University Administration.

DUTIES AND RESPONSIBILITIES:

The Executive Officer to the Vice President University Administration is primarily responsible for:

1. Provision of high-level administrative and secretarial support to the Vice President University Administration including but not limited to; participating in the development of corporate and strategic objectives; supporting the Management Team on assigned projects; preparing non- standard reports, correspondence and presentations for the Vice President University Administration; and overseeing the implementation of decisions nominated by the Vice President University Administration.
2. Facilitating the delivery of accurate and timely for the Innovative University of Enga Project and Purchasing Governance Committee agenda and minutes including the coordination and management of the reporting actions from the Innovative University of Enga Project and Purchasing Governance Board resolutions as and when required.
3. Coordinate through relevant staff, organizational activities requiring participation, involvement or responses by the Vice President University Administration, including speeches, participation in civic events and responses to community members.
4. Resolve, or direct through the Vice President's Appointment Request System, staff, students and customer enquiries referred to the Vice President University Administration.
5. Liaise and negotiate with University administration, community, business and constituent groups as required, in order to make internal and external recommendations to the public and/or other organizations.
6. Providing a high-level of customer service to both internal and external stakeholders with respect to Vice President University Administration operational requirements, ensuring legislative requirements are adhered to at all times.
7. Recording and reporting on external stakeholder contact and advocacy activity by the Vice President University Administration.
8. Assisting the Vice President University Administration and Management Team with the delivery of accurate and timely team meeting agendas, minutes and other items as necessary.
9. In conjunction with relevant staff; developing and/or reviewing relevant Council Policies, Organizational Directives and Work Instructions, as directed by the Vice President University Administration.
10. Managing all aspects of booking of venues, set up and catering requirements for all events related to the Vice President University Administration, and assisting where required with events related to the Vice President University Administration and the Innovative University of Enga Project and Purchasing Governance Committee.
11. Complying with relevant legislation regarding documentation and record keeping and ensuring a high standard of general housekeeping is maintained for the work area.
12. Assisting relevant staff with aspects of governance and administration for the Vice President University Administration as required.
13. Assisting the Communications and Marketing Officer with administrative support, including events and ceremonies held by the University and delivery of quality corporate communications. and

14. Any other reasonable duties as directed by the Vice President University Administration and/or line management within known skills, knowledge and capabilities.

REQUIREMENTS AND QUALIFICATIONS:

- a. Formal Business Administration and/or Government Qualifications (Minimum Diploma preferable BA level) and/or equivalent industry experience.
- b. Highly developed skills in all interpersonal communication requirements at an executive level with a high attention to detail and accuracy.
- c. Highly developed organizational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities within tight timelines.
- d. Demonstrated ability to work within a team environment and autonomously.
- e. Demonstrated ability to effectively deal with sensitive, political and confidential duties.
- f. Demonstrated ability to write reports to the Innovative University of Enga Project and Purchasing Governance Board.
- g. Demonstrated ability to effectively research and analyse information.
- h. Experience in a similar role involving the facilitation of minutes and agendas and provision of high-level support to staff at an executive level.
- i. Willingness to work outside of normal business hours on those occasions required by the Vice President University Administration.
- j. Working knowledge of structure and role of Government.
- k. Knowledge of, and experience using, Synergy Soft, web-based conferencing systems and online document sharing systems (e.g. Google Docs).

DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA003
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
SECTION: DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT

REPORTS TO: VICE PRESIDENT UNIVERSITY ADMINISTRATION

ORGANISATIONAL RELATIONSHIP:

Supervises: Project Administration Manager and Project Procurement

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services and Director of Human Resources Department.

PURPOSE

The Director of Projects and Infrastructure Development is accountable for performing the managerial and supervisory duties related to a portion of the planning, design and construction related projects, infrastructure and others as assigned, at the Executive Leadership and Management Board and undertaken by University Council in support of the University's capital program development.

- a. Ensure the project team understands their role on the project, and how the project contributes towards the vision of the program.
- b. Secure acceptance and approval of deliverables and milestones related to the program.
- c. Communicate regular status updates to the IUE Executive Leadership and Management Board.
- d. Create and achieve, in partnership with the sponsor and Vice President University Administration, clear and attainable project objectives that align with stakeholder expectations, IUE vision, and program benefits.
- e. Ensure the project continues to align to project objectives and success criteria, as well as strategic vision of the program of IUE.
- f. Liaise with Vice President University Administration and management, as required based upon risks, complexity, and impact of project.

Working with the Vice President University Administration, the Director of Projects and Infrastructure Development will provide leadership and technical expertise in a team-oriented environment for the Infrastructure team and, as needed, to support the vision, mission and objectives of IUE to provide the built environment to the University that enables the transformative research, learning and teaching experience. The

primary focus of this position is to manage the scope, schedule and budget through planning, design and construction, commissioning, and close out of University capital projects at the IUE campus and in the future regional campuses as assigned. The Director is responsible for all aspects of the assigned portfolio from the beginning of planning and concept design through construction and project closeout and, as a member of the IUE Executive Leadership and Management Board and management team, is responsible for all aspects of staffing for the assigned portfolio including staff appointments, terminations, promotions, evaluations and training of direct reports. She/he will also act on behalf of the Vice President University Administration in her/his absence as directed. The assigned portfolio to this primary steward includes, but is not limited to, energy, electrical, data, security, water, and fire systems

DUTIES AND RESPONSIBILITIES:

1. Responsible for strategic oversight for the assigned portfolio of critical project issues, advanced identification of potential schedule impacts, and risk assessment and management. The assigned portfolio will include a heavy emphasis on utility plant projects and electrical substations, as well as horizontal civil work including but not limited to tunnels, road reconstruction, buried steam and chilled water piping, electrical distribution, and water, sanitary and storm piping.
2. The University has sustainability goals and initiatives related to energy reduction, alternative energy systems, water reduction, etc. and this position shall provide analysis for decision- making and in support of those goals and initiatives for both directly-managed infrastructure projects and other design and construction projects under the supervision of other Directors.
3. Leads and directs the management for the assigned portfolio of projects through the consultant/contractor negotiations and design/construction phases.
4. Leads the IUE formulation of Infrastructure and other capital projects as assigned, including demolition, new construction, replacements-in-kind, and deferred maintenance in comprehensive and partial renovations, both vertical and horizontal. Coordinates with the IUE Directors to develop models for staffing and project documentation.
5. For the assigned portfolio, makes recommendations on design and construction delivery methods. Advises and makes recommendations on difficult technical, logistical and administrative problems associated with design contracts and post award administration of construction contracts. Advises senior leadership on strategies and solutions in areas of infrastructure improvements. Serves on various committees and functions that support the University vision, mission and infrastructure facilities.
 - a. Responsible for coordinating with other Line Managers in facilities operations to ensure that the documentation of project planning and design is consistent with the University's goals for energy management and utility maintenance.
 - b. Responsible for coordinating with the IUE Executive Leadership and Management Board and landscape architecture to ensure that budgeting and documentation of assumptions and qualifications, site restoration

- and design, open issues and site logistics is clear when a project moves from planning to design and design to construction.
- c. In coordination with the other Line Managers, responsible for the formulation of a checklist of appropriate deliverables at the end of each design phase (concept, schematic, design development, construction documents) for external consultants and IUE internal personnel, for project handoff from one phase to another.
 - d. Responsible for ensuring that projects are designed in accordance with the approved memorandum of understanding description of scope, schedule and budget, and with clearly documented communications with the Office of the President and the Office of the Vice President University Administration.
 - e. Responsible for ensuring projects are constructed in accordance with project intent within the approved scope, schedule and budget.
 - f. Responsible for budgeting projects based on project requirements. Responsible for total project budget control during design and construction.
 - g. Identifies budget deficiencies during design and construction and makes recommendations for a satisfactory resolution.
 - h. Responsible for quality control of project data in computerized project management system related to design and construction activities
 - i. Responsible for the development of project specific general conditions.
 - j. Responsible for obtaining certificates of occupancy as needed.
 - k. Reviews all change requests and makes recommendations to superiors as to their merit.
 - l. Manages and assesses the utility framework for the University as it relates to the adding, deducting and modifying of loads and services from capital projects on the University utility systems.
6. For the assigned portfolio, oversees hiring and training of internal and outsourced staff, and plans, organizes, controls and directs project management. Leads the Infrastructure team members with a collaborative, team-oriented, and effective approach focusing on client relations, customer service, and resource stewardship. Manages the workflow, makes work assignments and maintains a high quality of work output. Serves as the Departmental representative at grievance hearings, disciplinary conferences, fact finding and other bargaining unit related issues.
 - a. Responsible for training staff to implement the duties and responsibilities concerning the legal aspects of contractual law, and training on computerized project management system. Provides leadership and guidance, coaches, mentors, manages performance and ensures training of department staff for professional growth and development and succession planning.
 - b. Responsible for reporting and presenting project and program information to the Executive Leadership and Management Board and administration as directed. Manages departmental budgets as well as capital plan budgets. Responsible for work flow and quality of the infrastructure projects.

- c. Ensures project management systems are in place to plan, track, and prioritize project management requests and efforts of staff. Utilizes software systems to support the goal of a consistent approach to project management and tracking.
 - d. Ensures that Line Managers oversee administrative requirements on design and construction projects, including coordination with capital projects and facilities procurement, contracting and compliance, University business services, and project accounting.
 - e. Utilizes change management practices in order to encourage consistency and engagement from staff. Leads and participates in continuous process improvement initiatives.
 - f. Maintains a comprehensive plan for the development and renewal of institutional infrastructure to meet evolving academic needs as well as the needs of the growing campus communities.
 - g. Ensures that Line Managers are monitoring regulatory compliance, including but not limited to building codes, environmental health and safety, and environmental policy for their assigned projects.
 - h. Ensures that Line Managers are monitoring contractor safety programs for their assigned projects.
 - i. Ensures that Line Managers are monitoring construction inspection and quality control activities.
7. Coordinates with the Line Managers and other Directors and participates in the development, implementation and evaluation of goals and objectives consistent with the vision and mission of IUE, and in the development of IUE policy.
 8. Coordinates with the Legal Officers, as needed, for assistance and compliance with legal matters concerning design and construction and all associated documentation, contracts, reports, correspondence, etc.
 9. Coordinates with the Office of Environmental Health and Safety for input and compliance with the process of obtaining all required environmental permits prior to start of construction.
 10. Coordinates with the Office of the Fire and Building Inspectors for input and compliance with building and fire code laws and regulations for existing buildings and construction projects, etc., as needed.
 11. Coordinates with the IUE Executive Leadership and Management Board to participate in value management efforts to reduce project costs. Ensures that project budget changes are accounted for in the overall capital program.
 12. Serves as a member of University Executive Leadership and Management Board, selection committee/s and Architect/Consultant and Contractor/ Line Manager.
 13. Performs other duties as required.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's degree in Architecture or Engineering or Construction Management, or a Bachelor's degree in another field with equivalent experience.
- b. Minimum of five (5) years' experience in higher education or equivalent institutions.

- c. Minimum of ten (10) years' experience in the design and construction leadership and management of large infrastructure and building projects (single projects over K 25,000,000 or programs exceeding K100,000,000).
- d. Considerable knowledge of the principles, practices and methods of infrastructure design and construction, and the design aspects of building construction. Considerable knowledge of mechanical and electrical materials and systems for heating, cooling, power, sanitary, data, fire protection, and storm.
- e. Considerable knowledge of horizontal road work design and construction.
- f. Considerable knowledge of building and fire codes and code enforcement; knowledge of contractual documentation.
- g. Considerable knowledge and ability to read and interpret project design drawings in 2D and 3D, schedules, budgets/costs and construction drawings and specifications.
- h. Considerable knowledge of and experience in construction dispute resolution and resolution methodologies.
- i. Excellent oral and written communication skills. Demonstrated ability to communicate effectively in a timely manner with senior management and staff.
- j. Demonstrated ability to work collaboratively with key stakeholders.
- k. Demonstrated supervisory experience and the ability to lead and manage staff. Demonstrated experience in organizing and coordinating work of others, setting priorities and assigning work.
- l. Demonstrated ability to manage fiduciary responsibility for all facets of design, construction and budget management on large projects.
- m. Must be willing and able to work occasional weekend and evening hours as needed.
- n. Experience working with local constituents (town government, residents, etc.) and State agencies. Able to develop and manage relations with campus, town, and State departments.
- o. Ability to translate long-term strategies into day-to-day operations, with demonstrated experience aligning resources with goals in an environment of competitive demands and resources.
- p. Extensive knowledge of building mechanical, plumbing, and electrical equipment and their operation, micro-grid distributed generation, and on- site renewable energy generation systems.
- q. Performance of the position duties will require the ability to climb stairs, ability to climb ladders and to negotiate construction work areas.
- r. At times, the employee will work at a construction job site where the employee will be exposed to moving machines, outside weather conditions, noise, etc.

PROJECT ADMINISTRATION MANAGER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA004
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OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: PROJECT ADMINISTRATION MANAGER
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PROJECT ADMINISTRATION MANAGER
BRANCH: N/A	REPORTING TO: DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT DEPARTMENT
SECTION: PROJECT ADMINISTRATION MANAGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PROJECT ADMINISTRATION MANAGER

**REPORTS TO: DIRECTOR OF PROJECTS AND INFRASTRUCTURE
DEVELOPMENT**

ORGANISATIONAL RELATIONSHIP:

Supervises: Construction Line Supervisor, Electrical Line Supervisor, Plumbing Line Supervisor, Quality Control Officer

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services and Director of Human Resources Department.

PURPOSE

The Project Administration Manager a strategic position as the Project Administration Manager has a transversal vision of all projects and portfolios, in order to guarantee their operational and economic alignment with the general objectives of the Innovative University of Enga.

She/he must therefore be able to:

- Coordinate projects;
- Prioritize projects; and

- c. Support the business teams as best as possible in order to always satisfy the IUE's vision.

At the same time, the Project Administration Manager role is to monitor the progress and performance of projects, in order to provide management and report on their status as required.

The Project Administration Manager is also in direct contact with the project teams, and work through and with the Line Managers such as the Construction Line Officer, Electrical and Plumbing Line Officers and Quality Control Officer.

DUTIES AND RESPONSIBILITIES:

The Project Administration Manager has several tasks to accomplish daily. They have different functions at different levels. She/he must:

1. Coordinate, prioritize and plan all the IUE's projects, in accordance with its overall goals and considering the various internal and external constraints, all according to the strategy.
2. Support the project teams in carrying out their daily tasks and respecting the roadmap, guarantee the proper execution and success of projects.
3. Anticipate and manage technical and operational risks.
4. Define processes and guidelines to industrialize and standardize the IUE's project management practices.
5. Ensure the management of resources and budget allocated to all projects,
6. ensure compliance with the IUE's strategic vision and specifications.
7. Analyse project performance by defining KPIs and drawing up reports.
8. Contribute to the establishment of a true project culture within the University and support the management of change.
9. Implement and generalize the use of project management tools, establish a link between management and project Line Officers.
10. Initiate the project with the charter, negotiate for project resources, and execute a project kick-off.
11. Develop, execute and monitor project plan and schedule.
12. Manage and lead project team in formation and motivation towards commitment and completion of tasks.
13. Secure acceptance and approval of deliverables and milestones from sponsor and stakeholders.
14. Cultivate trust and communication with and amongst project's stakeholders.
15. Remove obstacles for project team.
16. Perform appropriate project risk management: identify, document, monitor and ensure appropriate mitigation of project risks.
17. Manage expectations by aligning projects to business goals, managing stakeholders and conflicts, and communicating project status, milestones, and unexpected difficulties/issues effectively.
18. Manage project constraints (time, scope, budget plus any others) and dependencies, ensuring requirements and expectations are met without unforeseen, unapproved impacts.
19. Manage and forecast project costs and expenditures.

20. Create and achieve, in partnership with the Director of Projects and Infrastructure Development, clear and attainable project objectives that align with stakeholder expectations and business goals.
21. Procure, manage and appropriately close vendor partnerships pertaining to the project.
22. Manage project issues, ensuring they are assigned and addressed appropriately, and escalate issues that cannot be resolved within project team.
23. Ensure quality standards are met.
24. Create, execute and manage appropriate project communications strategy/plan.
25. Establish and manage appropriate project change management process/mechanism.
26. Manage project training.
27. Liaise with management relevant to risks, complexity and impact of project.
28. Plan for and execute appropriate cutover and transition processes for the final deliverable(s).
29. Perform project closeout.
30. Those tasks will vary according to the needs and funding available at the University.

REQUIREMENTS AND QUALIFICATIONS:

- a. Diploma preferable Bachelor's degree in Architecture or Engineering or Construction Management, or a Bachelor's degree in another field with equivalent experience.
- b. Minimum of three (3) years' experience in higher education or equivalent institutions.
- c. Minimum of five (5) years' experience in the design and construction leadership and management of infrastructure and building projects.
- d. Is a strong leader.
- e. Has the discipline to create clear, attainable project objectives and the ability to see them through to successful completion.
- f. Is comfortable with change and complexity in dynamic environments, and with acting as a change agent.
- g. Will strive to make project goals their own and use their skills and expertise to inspire a sense of shared purpose within the project team.
- h. Has the ability and understanding to bridge the gap between the production team and the business, including a fair knowledge of the industry so they are capable of understanding and dealing with the issues, risks, obstacles, etc.
- i. Is familiar with and has had previous experience with the product life cycle for the product the project will be delivering, or the service life cycle.
- j. Is able to represent the IUE's interests and make decisions to benefit the project, University and organization as a whole.
- k. Is comfortable with ambiguity and willing to reshape the rules and processes when things change.
- l. Is comfortable with people and adaptable to cultures.
- m. Has exceptional communication skills to enable appropriate facilitation, negotiation, and stakeholder engagement.

- n. Has the ability to empathize with all stakeholders

CONSTRUCTION LINE SUPERVISOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA005
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) CONSTRUCTION LINE SUPERVISOR	
BRANCH: N/A	REPORTING TO: PROJECTS ADMINISTRATION MANAGER	
SECTION: CONSTRUCTION LINE SUPERVISOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: CONSTRUCTION LINE SUPERVISOR

REPORTS TO: PROJECT ADMINISTRATION MANAGER

ORGANISATIONAL RELATIONSHIP:

Supervises: Bricklayers Unit, Plumbing Unit, Electrical Unit

Coordinates with:

Director of Human Resources Department, Electrical Line Supervisor, Plumbing Line Supervisor and Quality Control Officer.

PURPOSE

The Construction Line Supervisor is responsible to plan and supervise a wide range of construction projects from start to finish. She/he will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner.

The Construction Line Supervisor must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results. She/he has to have an analytical mind and great organizational skills.

The goal is to ensure all projects are delivered on time according to requirements and without exceeding budget.

DUTIES AND RESPONSIBILITIES

1. Collaborate with engineers, architects etc. to determine the specifications of the project.
2. Negotiate contracts with external vendors to reach profitable agreements.
3. Obtain permits and licenses from appropriate authorities.
4. Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
5. Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
6. Acquire equipment and material and monitor stocks to timely handle inadequacies.
7. Hire subcontractors and other staff and allocate responsibilities.
8. Supervise the work of laborers, mechanics etc. and give them guidance when needed.
9. Evaluate progress and prepare detailed reports.
10. Ensure adherence to all health and safety standards and report issues.

REQUIREMENTS AND QUALIFICATIONS:

- a. BSc/BA in engineering, building science or relevant field
- b. or equivalent certification.
- c. Proven experience as construction project manager.
- d. In-depth understanding of construction procedures and material and project management principles.
- e. Familiarity with quality and health and safety standards.
- f. Good knowledge of MS Office.
- g. Familiarity with construction/ project management software.
- h. Outstanding communication and negotiation skills.
- i. Excellent organizational and time-management skills.
- j. A team player with leadership abilities.

ELECTRICAL LINE SUPERVISOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA006
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OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ELECTRICAL LINE SUPERVISOR
BRANCH: N/A	REPORTING TO: Projects Administration Manager
SECTION: ELECTRICAL LINE SUPERVISOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ELECTRICAL LINE SUPERVISOR

REPORTS TO: PROJECT ADMINISTRATION MANAGER

ORGANISATIONAL RELATIONSHIP:

Supervises: Electrical Unit Staff Technicians

Coordinates with:

Director of Human Resources Department, Construction Line Supervisor, Electrical Line Supervisor and Quality Control Officer.

PURPOSE

The Electrical Line Supervisor is an Electrician who undertakes a variety of tasks relating to setting up and maintaining electrical infrastructure. Her/his job will involve installing electrical wiring in buildings and poles, troubleshooting malfunctions and blackouts and repairing appliances.

Due to the high amount of risk pertaining to this job, electricians must be first and foremost responsible individuals with great attention to safety precautions and must also be experienced in different kinds of electrical devices and systems.

The goal is to produce and maintain well-functioning electrical connections to minimize the probability of accidents and maximize usability of electricity in all facilities.

DUTIES AND RESPONSIBILITIES:

1. Execute plans of electrical wiring for well-functioning lighting, intercom and other electrical systems.

2. Install electrical apparatus, fixtures and equipment for alarm and other systems.
3. Install safety and distribution components (e.g. switches, resistors, circuit-breaker panels etc.)
4. Connect wiring in electrical circuits and networks ensuring compatibility of components.
5. Prepare and assemble conduits and connect wiring through them.
6. Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits etc.
7. Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.
8. Install, maintain, modify and repair all electrical distribution systems and associated electrical equipment.
9. Remain in compliance with current National Electric Code.
10. Inspect and test components of electrical systems, including transformers, transfer switches and switch gears.
11. Complete work orders and record material utilized on jobs.
12. Run computer cables, connect computer jacks and plugs and test for adequate operation.
13. Utilize blueprints, wiring diagrams and manufacturer's installation manuals to complete assigned projects.
14. Survey electrical systems, circuits and plans.

REQUIREMENTS AND QUALIFICATIONS:

- a. Diploma in relevant vocational training or successfully completed apprenticeship as an electrician
- b. Valid license to practice profession
- c. Proven experience as an electrician.
- d. Experience in industrial and/or commercial electrical systems.
- e. Demonstrable ability to use electrical and hand tools (e.g. wire strippers, voltmeter etc.) and electrical drawings and blueprints
- f. Thorough knowledge of safety procedures and legal regulations and guidelines.
- g. Excellent critical thinking and problem-solving ability.
- h. Excellent physical condition and flexibility to work long shifts and overnight.

PLUMBING LINE SUPERVISOR

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA007
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Plumbing Line Supervisor
BRANCH: N/A	REPORTING TO: PROJECT ADMINISTRATION MANAGER
SECTION: PLUMBING LINE SUPERVISOR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS

JOB DESCRIPTION: PLUMBING LINE SUPERVISOR

REPORTS TO: **PROJECT ADMINISTRATION MANAGER**

ORGANISATIONAL RELATIONSHIP:

Supervises: Plumbing Unit Staff Technicians

Coordinates with:

Director of Human Resources Department, Construction Line Supervisor, Electrical Line Supervisor and Quality Control Officer.

PURPOSE

The Plumbing Line Supervisor is an expert Plumber who leads, motivates, monitors, and supervises a team of plumbers to ensure they produce quality work. This position also provides technical guidance regarding the inspection, installation, maintenance, modification and repair of all aspects of plumbing systems and equipment for Innovative University of Enga and functions as a plumber in addition to providing supervision.

DUTIES AND RESPONSIBILITIES:

1. Responsibilities and duties include:
2. Direct Plumbing staff and contractors engaged in the installation, inspection, maintenance, service and repair of all plumbing systems including, but not limited to, valves, sinks, faucets, drinking fountains, and all associated piping.
3. Ability to read and comprehend schematics, blueprints, and various wiring diagrams.

4. Ability to apply knowledge of the application and use of testing equipment such as volt-ohm meter, ammeter, multi-meter, data recording, etc, regulatory codes and requirements, PNG plumbing codes requirements related to plumbing, and booster pumps and fire sprinkler systems.
5. Ability to practice personal safety and vigilance in the identification of safety or security hazards to actively support and enforce a safe and hazard free working environment.
6. Interpret and enforce IUE policies. Responsible for supervisory duties including recommendation for hire/termination, evaluation, coaching, and discipline.
7. Supervise day-to-day operation of the plumbing unit; verify employee timesheets for accuracy; approve and submit.
8. Assist with the development and oversight of the plumbing maintenance budget.
9. Provide hands-on supervision of maintenance and repairs; direct and perform a variety of skilled plumbing tasks including the testing and repair of backflows, troubleshooting malfunctions, as well as developing a plan of action to resolve problems.
10. Ensure roof and floor drains are cleared of debris and fully operational at all times.
11. Survey and document the IUE's plumbing infrastructure and plumbing utilities system.
12. Oversee the use, care and operation of plumbing-related hand tools and power equipment.
13. Coordinate the procurement of parts and materials with the materials specialist, in coordination with other trades and in consultation with outside vendors.
14. Respond to staff and students generated work requests; prioritize, schedule, and assign work to staff; complete work order data in a computerized work management tracking system.
15. Ensure all tasks are complete adhering to PNG plumbing codes requirements as well as other applicable codes and standards.
16. Plan and organize jobs; create material list and procure tools for work order jobs and projects.
17. Identify need for and develop preventive maintenance programs for plumbing systems and equipment.
18. Respond to emergencies in an appropriate and timely manner.
19. Participate in pre-construction plan reviews and inspections.
20. Identify water conservation projects and assist in their planning and implementation.
21. Work with other department supervisors to coordinate tasks requiring group effort.
22. Practice proper work methods and techniques; comply with applicable standards and specifications; enforce safety regulations to ensure compliance in providing a safe environment for staff, faculty, contractors, visitors, and students.
23. Assist other trades as needed.
24. Provide service excellence through courteous, informed, accessible, and professional engagement.

25. Set up the rotation for on call and call back for the plumbing unit. Participation is on a voluntary basis, with additional compensation, and may be required, as outlined in the on call/call-back IUE policy.
26. Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Diploma from Plumbing Vocational or trade College or equivalent and six (6) years of related commercial work experience.
- b. Two (2) years of supervisory or leadership experience or documented formal education of supervisor training.
- c. Certification from a recognized Plumbing Vocational or trade College.
- d. Communication – able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job.
- e. Team Orientation & Interpersonal – highly motivated team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- f. Results Orientation – proven ability to set and exceed established targets.
- g. Ability to work in a multi-cultural environment.
- h. Organization & Time Management – able to plan, schedule, and organize tasks related to the job to achieve goals within or ahead of established time frames.
- i. Adaptability to Change – able to be flexible and supportive, react swiftly to and able to positively and proactively assimilate change in rapid growth environment.
- j. Relationship Management – able to personally provide high level of interactive service to others, building relationships and addressing identified needs.
- k. Systems & Software - proficient level of knowledge of Microsoft Office and/or relevant position software programs.
- l. Leadership – has demonstrated success as an entrepreneurial, high energy, driven, hands-on leader. Possess expertise in selecting, training, developing, coaching, mentoring, and retaining a highly motivated workforce.
- m. Ethics – able to demonstrate integrity, professionalism, civility, and a high degree of ethics in all job-related actions.
- n. Skilled in the use of hand and power tools used in the plumbing trade.
- o. Knowledge of building codes, safety regulations, and safety practices.
- p. Ability to read and follow blueprints and rough drawings.
- q. Familiarity with PVC, CPVC, PEX, cast iron, and copper.
- r. Effective oral communication and interpersonal skills.
- s. Ability to complete projects unsupervised and unassisted.
- t. Excellent problem-solving skills.
- u. Attention to detail and ability to perform multiple tasks simultaneously.
- v. Proficiency in basic mathematics and conversion of measurements.
- w. Valid driver's license

QUALITY CONTROL OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA008
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) QUALITY CONTROL OFFICER	
BRANCH: N/A	REPORTING TO: PROJECT ADMINISTRATION MANAGER	
SECTION: QUALITY CONTROL OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: QUALITY CONTROL OFFICER

REPORTS TO: PROJECT ADMINISTRATION MANAGER

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Director of Human Resources Department, Construction Line Supervisor, Electrical Line Supervisor and Plumbing Line Supervisor.

PURPOSE

The Quality Control Officer monitors the quality aspects of incoming raw materials to the organization and the products that are ready to be shipped. She/he also ensure that manufactured products meet the specified quality standards set by the University before being sent to IUE.

The Quality Control Officer's job role involves analysing the measurements, conducting tests, and monitoring the production phase. She/he is engaged in various domains,

from food to electronics to automobiles to clothing. She/he sorts out the items that fail to meet the quality standards and enhance the construction process to reduce the chances of failure.

DUTIES AND RESPONSIBILITIES:

1. The responsibilities of a Quality Control Officer vary from one industry to another, but there are a few common responsibilities irrespective of the domain at the Innovative University of Enga they are:
2. Carry out quality assessment measures of all the products ready to be shipped and incoming raw materials.
3. Take a thorough look at the plans, specifications, and blueprints to understand the product requirements.
4. Reject all the incoming raw materials that fail to meet quality expectations and report the issue to the concerned department at the earliest.
5. Resolving quality-related issues and adhering to deadlines.
6. Providing training to staff in the Department for Projects and Infrastructure Development about the importance of the quality assurance criteria.
7. Design an efficient design protocol that can be used across all domain.
8. Prepare documentation of the inspection process, which includes detailed reports and performance records.
9. Recommend improvement measures to the construction or production process to ensure quality control standards are met.
10. Guide the construction or production team about the quality control issues to enhance the quality of the final product.
11. Monitor customer satisfaction levels.
12. Monitor the construction or production phase at various levels.
13. Interpret and review shop drawings.
14. Inspect completed work and/or work in progress to determine whether the work meets specifications and plan requirements.
15. Monitor overall construction performance with regard to technical quality and compliance with design and specification requirements.
16. Note and report on work that does not meet requirements.
17. Educate workers on the required standards.
18. Work with senior managers to identify approaches and methods to improve overall quality.

REQUIREMENTS AND QUALIFICATIONS:

- a. Educational requirements for the Quality Control Officer job role depend on the industry you are working. Here is a list of educational requirements that one must possess to get into this role at IUE:
- b. She/he has to have diploma but Bachelor's Degree is preferable or any equivalent education.
- c. Real-time experience in the same domain is required.
- d. Excellent documentation and presentation skills.
- e. Excellent knowledge of Microsoft Office.
- f. Profound knowledge of quality control standards.

- g. The Quality Control Officer should possess proficient written and verbal communication skills to find their requirements. At times, they may have to write protocols to the concerned department.
- h. The Quality Control Officer should possess strong organizational skills to perform construction or product reviews and inspections.
- i. The Quality Control Officer must be capable enough to stand for a longer duration. She/he must be able to lift heavy and different types of machinery for inspection purposes.
- j. The Quality Control Officer should possess strong knowledge of the type of equipment and computer programs used adhering to the safety guidelines of the University. She/he must also know technical documents, manuals, and blueprints so as to ensure products meet quality standards.
- k. The Quality Control Officer may need to train their employees of IUE for some specific processes and procedures. She/he must be capable enough to train the employees regarding how to prevent flaws and work towards a smoother workflow.
- l. The Quality Control Officer should be vigilant enough to identify the variances in construction or products to meet specific standards. She/he must be aware of changes made to the processes and functions.

PROJECTS PROCUREMENT MANAGER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA009
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PROJECTS PROCUREMENT MANGER	
BRANCH: N/A	REPORTING TO: DIRECTOR OF PROJECTS AND INFRASTRUCTURE DEVELOPMENT DEPARTMENT	
SECTION: PROJECTS PROCUREMENT MANGER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PROJECTS PROCUREMENT MANAGER

REPORTS TO: **Director of Projects and Infrastructure Development
Department**

ORGANISATIONAL RELATIONSHIP:

Supervises: Projects Finance Officer and Projects Logistics Officer

Coordinates with:

Bursar, Director of Human Resources Department, Construction Line Supervisor, Electrical Line Supervisor and Plumbing Line Supervisor.

PURPOSE

The Projects Procurement Manager is responsible for sourcing and purchasing the materials, equipment, and services that the University's projects needs to progress effectively. She/he works with vendors, suppliers, and other third-party service providers to ensure that IUE is getting the best possible value on everything from office supplies to heavy machinery.

The Projects Procurement Manager may also be tasked with managing inventory or overseeing the flow of goods in and out of the project storage. This might include things like ensuring that products are properly stored or handled during transit, coordinating with shipping companies to schedule deliveries, etc.

DUTIES AND RESPONSIBILITIES:

1. Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
2. Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
3. Work with internal stakeholders (lecturers or operations staff) to determine procurement needs, quality and delivery requirements.
4. Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance.
5. Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis.
6. Control and monitor expenses against approved budget.
7. Develop sourcing strategies.
8. Develop cost saving budgeting and targeting.
9. Coordinating with vendors to ensure that they meet all compliance requirements.
10. Reviewing purchase orders to ensure that they are complete and accurate and conform to company policies and procedures.
11. Negotiating prices on behalf of the University with suppliers or contractors for services or products.

12. Monitoring inventory levels of items that are needed for day-to-day operations in order to ensure that there is an adequate supply on hand.
13. Conducting analyses of purchasing patterns in order to develop new strategies for increasing efficiency.
14. Reviewing bids from vendors to determine whether they meet the requirements set forth by the University.
15. Helping coordinate bids for large projects such as machinery or building construction.
16. Preparing reports about bidding results for use in future purchasing decisions.
17. Monitoring contractor performance to ensure that contractual obligations are being met.
18. Estimate and establish cost parameters and budgets for purchases.
19. Create and maintain good relationships with vendors/suppliers.
20. Make professional decisions in a fast-paced environment.
21. Maintain records of purchases, pricing, and other important data.
22. Review and analyse all vendors/suppliers, supply, and price options.
23. Develop plans for purchasing equipment, services, and supplies.
24. Negotiate the best deal for pricing and supply contracts.
25. Ensure that the products and supplies are high quality.
26. Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
27. Work with team members and Director of Projects and Infrastructure Development to complete duties as needed.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in procurement, supply chain management, business administration or a related field. These programs typically include courses in business, accounting, economics, statistics and computer science.
 - b. Solid knowledge and understanding of procurement processes, policy, and systems.
 - c. Minimum five years' experience as a procurement officer or related position.
 - d. Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
 - e. Ability to analyse problems and strategize for better solutions.
 - f. Ability to negotiate, establish, and administer contracts.
 - g. Excellent verbal and written communication skills.
 - h. Ability to multitask, prioritize, and manage time efficiently.
 - i. Accurate and precise attention to detail.
 - j. Ability to work well with management and staff at all levels.
 - k. Goal-oriented, organized team player.
- △ **Negotiation:** Negotiation is the process by which two parties come to an agreement. Procurement officer often uses negotiation skills to help the University to get the best deals on products and services. For example, a procurement officer might negotiate with a supplier to reduce the price of a product or service. This can help IUE save money and free up resources for other projects.

- △ **Communication:** Communication is the act of conveying information through speech, writing or other methods. Procurement officer communicates with many people throughout the day, including suppliers, clients and other employees. She/he uses verbal and written communication skills to send and receive emails, make phone calls and write reports.
- △ **Critical thinking:** Critical thinking is the ability to analyse a situation and make a decision based on the information received. Procurement Officer uses critical thinking skills to make decisions about the best way to purchase products and services for IUE. She/he also use critical thinking to find the best deals for IUE and to ensure that the products and services IUE purchases meet the needs of the University.
- △ **Organization:** Procurement officer often has to manage large amounts of information, including contracts, budgets and other documents. Having strong organizational skills can help her/him keep track of all the information she/he needs to do your job. Organization skills can also help the officer create and maintain filing systems and other organizational tools that can help her/him work more efficiently.
- △ **Detail-oriented:** Procurement officer must be detail-oriented to ensure she/he follow all the necessary steps to complete a procurement. This includes knowing the exact specifications of the product or service she/he is looking to buy. Being detail-oriented can also help procurement officer ensure they follow all the necessary steps to complete a procurement. This includes knowing the exact specifications of the product or service she/he looking to buy.

PROJECT WAREHOUSE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA010
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PROJECTS WAREHOUSE OFFICER	
BRANCH: N/A	REPORTING TO: PROJECTS PROCUREMENT MANGER	
SECTION: PROJECTS WAREHOUSE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
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IUE ACT 2022	New Position	New Position
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JOB DESCRIPTION: PROJECT WAREHOUSE OFFICER

REPORTS TO: **Projects Procurement Manager**

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Bursar, Projects Finance Officer, Projects Logistics Officer, Director of Human Resources Department, Construction Line Supervisor, Electrical Line Supervisor and Plumbing Line Supervisor.

PURPOSE

The Project Warehouse Officer supervises daily activities of warehouse operations to ensure safe and efficient receiving and issuing of stock as per IUE projects requirements and standards.

DUTIES AND RESPONSIBILITIES:

1. Operations:

- a. Allocate equipment, warehouse space, and personnel in accordance with the warehouse planning schedule and pre-alerts.
- b. Conduct daily operations /toolbox meetings with relevant warehouse staff.
- c. Conduct daily spot checks to ensure warehouse staff adhere to rules and procedures as published in the relevant operations IUE Projects Warehouse.
- d. Co-ordinate inbound, storage and outbound activities of shipments in a timely, safe and efficient manner while ensuring full accountability.
- e. Ensure correct stacking and storage procedures are adhered to as per IUE Projects Warehouse polices/rules, or the Project
- f. Procurement Manager's instruction.
- g. Perform cycle counts, monthly stock takes with gap analyses and action plan follow-up in accordance with IUE Projects Warehouse polices/rules.
- h. Issuing of gate passes and delivery notes per truck/activity.
- i. Preparation of goods receipt and dispatch notes

2. Safety:

- a. Ensure that all IUE Projects Warehouse polices/rules regulations are complied with to ensure safe working conditions and practices within the warehouse and yard.
- b. Ensure security procedures are adhered to as per IUE Projects Warehouse polices/rules in warehouse at all times and perform daily checks for compliance.

3. Documentation:
 - a. Ensure that warehouse staff catalogues, archives documentation correctly and in a timely manner.
 - b. Counter-sign all stock cards, tally sheets, and stock take sheets to ensure stock accuracy.
 - c. Maintain a catalogue of all items with dimensions, volumes, descriptions, and suppliers available from the warehouse.
4. Reporting:
 - a. Provide reports as per warehouse supervisor/clients' requirements.
 - b. Process receiving, discrepancy, and damage reports as needed.
 - c. Evaluate complaints received on shipments of equipment and stock, and take appropriate action.
5. Personnel
Supervise permanent and casual staff in the warehouse to ensure there is job activities are performed correctly.
6. Perform any other duties as may be assigned by Project Procurement Manager.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in either Logistics or Supply Chain management.
 - b. A minimum of three years of relevant experience. Relevant experience in supply chain with specific focus on warehousing.
1. Required Skills:
 - Warehouse management.
 - Inventory management.
 - Training in MS Office Suite and other industry-related courses.
 - Computer literacy (Word, Excel, Power Point, Internet and e-mail).
 2. Personal Qualities Required
 - Organized
 - Leadership
 - Strong analytical skills
 - Proactive
 - Integrity
 - Interpersonal relations
 - Team leader
 - Confidentiality
 - Flexible
 - Attention to detail
 - Team driven
 - Results driven
 - Sense of urgency
 - Good communicator

PROJECTS FINANCE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA011
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PROJECTS FINANCE OFFICER	
BRANCH: N/A	REPORTING TO: PROJECTS PROCUREMENT MANGER	
SECTION: PROJECTS FINANCE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PROJECTS FINANCE OFFICER

REPORTS TO: PROJECTS PROCUREMENT MANAGER

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Bursar, Project Warehouse Officer, Projects Logistics Officer, Construction Line Supervisor, Electrical Line Supervisor and Plumbing Line Supervisor.

PURPOSE

The Projects Finance Officer responsibility is to contribute effective and efficient financial management and accounting of the projects works supported and implemented by the Innovative University of Enga. The Projects Finance Officer is responsible for maintaining all books of records of the project, support to the partners organizations to maintain proper accounting. She/he will support colleagues engaged in projects in effective management of the project finance and accounts. This position requires field visits to check, improve and support finance management at the project

site.

DUTIES & RESPONSIBILITIES:

1. Prepare vouchers of payment, receipt and journals relating to cash transactions against approved bills/invoices in relation to the project.
2. Ensure all journals, payment vouchers, receipts are promptly keyed in/entered into the system.
3. Ensure proper process documentation of all financial transaction.
4. Ensure proper filing of finance related documentation.
5. Assess the projects financial reports and process reimbursements/payments if required.
6. Verify the partners' project expenses against approved budget and protocol.
7. Ensure compliance IUE policy in regards advances for project related payments.
8. Prepare petty cash voucher and enter into financial system.
9. Ensure all supporting documentation are available with voucher before payment as per donor & organizational compliance.
10. Checking the correctness of retirements of travel advances/impress and ensuring that they are well supported for further authorization.
11. Arrange timely fund disbursement to the suppliers or service providers.
12. Ensure process and policy has been followed in regards to procurement regarding assigned project.
13. Undertake other general finance duties as required to facilitate the smooth running of accounting and project finance activities.
14. Participate in the due diligence process with other colleagues.
15. Maintain effective communication with partner organizations.
16. Ensure timely submission to partner/s financial report.
17. Responsible for operational management of project funds e.g. budgeting/forecasting, documentation and spending as per the approved project's budget.
18. Provide information to project team in relation to budget and expenditure.
19. Support in preparing monthly and quarterly financial reports. Prepare monthly budget variance report and share with management.
20. Undertake other general finance duties as required to facilitate smooth functioning of accounting and project finance activities.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in accounting or management or business administration or a related field.
- b. Good experience and knowledge of accounting data processing and report generating.
- c. Knowledge about country TAX and VAT laws.
- d. Knowledge on donor rules and regulation especially PIP PNG's Government funding.
- e. Data analysis skill.
- f. Up-to-date knowledge and understanding of IUE procedures and guidelines.

- g. Up-to-date knowledge and understanding about IUE strategic direction and financial framework.
- h. Good knowledge on donor compliance.
- i. Experience and knowledge on partners financial monitoring.
- j. Knowledge on local labour laws.
- k. Communication and report writing skill.
- l. Demonstrate pro-activeness and responsiveness.
- m. Ability to work as a team player and contribute to improve team performance.

PROJECTS LOGISTICS OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA012
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PROJECTS LOGISTICS OFFICER	
BRANCH: N/A	REPORTING TO: PROJECTS PROCUREMENT MANGER	
SECTION: PROJECTS LOGISTICS OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PROJECTS LOGISTICS OFFICER

REPORTS TO: PROJECTS PROCUREMENT MANAGER

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Bursar, Project Warehouse Officer, Projects Finance Officer, Construction Line Supervisor, Electrical Line Supervisor, Plumbing Line Supervisor and Quality Control Officer.

PURPOSE

Projects Logistics Officer, prepares, routes and manages a IUE projects' purchase orders. Their main duties include reviewing shipment materials before distributions, collaborating with transportation systems to ensure prompt shipment pick-ups and monitoring shipment costs and productivity processes.

Projects Logistics Officer oversees supply chain operations for IUE projects and ensure the efficient and cost-effective distribution of goods. She/he will be responsible for organizing and providing efficient transportation and storage solutions for the entire lifecycle of IUE constructions or products, from the acquisition of raw materials to final construction phase or product distribution.

DUTIES AND RESPONSIBILITIES:

1. Logistics Coordinator facilitates communication between construction and production, distribution stages to promote a healthy and efficient supply chain. Her/his responsibilities often includes:
2. Coordinating transportation providers to ensure prompt and proper movement of shipments.
3. Responding to WUP projects staff inquiries and referring staff to the proper channels.
4. Responding to customer inquiries and referring clients to the proper channels.
5. Reviewing purchase orders and shipping documents to ensure accuracy.
6. Making special shipping arrangements as necessary.
7. Tracking and fixing shipping errors.
8. Preparing bills and invoices.
9. Managing distribution and shipment budgets.
10. Ensuring that the quality of all services provided meets the required standards.

REQUIREMENTS AND QUALIFICATIONS:

- a. Diploma Degree preferable Bachelor's Degree in management or business administration or a related field.
- b. Developing processes that make the supply chain more efficient and organized.
- c. Effective communication, including writing, speaking and interpersonal communication.
- d. Quick critical thinking and problem-solving abilities.
- e. Excellent customer service and client relations skills.
- f. Keep organization and time management skills.
- g. Good collaboration and team work abilities.
- h. Great leadership and goal-setting skills.
- i. Ability to work in a fast-paced environment.
- j. Advanced data analysis and data visualization.
- k. Expert inventory management.

- I. Ability to use computers, software and other technology for inventory and communication purposes.
Understanding of the supply chain, including common obstacles and effective solutions.

BURSAR: FINANCE DEPARTMENT AT THE UNIVERSITY

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA013
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: BURSAR	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) BURSAR	
BRANCH: N/A	REPORTING TO: THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION	
SECTION: BURSAR	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: BURSAR

REPORTS TO: THE VICE PRESIDENT OF UNIVERSITY ADMINISTRATION

ORGANISATIONAL RELATIONSHIP:

Supervises: Senior Finance Manager, Financial Accountant Officer, Management Accountant Officer, Payroll Officer, Purchasing Officer, Accounts Payable Officer, Accounts Receivable Officer, Internal Auditor and Risk Management Officer.

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and

Infrastructure Development Department and Director of Human Resources Department.

PURPOSE

Bursar provides leadership in the planning, organizing, directing and controlling of all functions, processes and systems relating to student-related financial transactions, including the University's accounting system, the Student Information System (UNI 10), payment processing, accounts payables and receivables, cash management and reconciliation of Bursar department accounts.

Bursar main responsibilities include management of IUE's budget, procurement and payment of supplies and setup of IUE's financial procedures. To be successful in this role, Bursar should be able to perform multiple tasks in a timely and effective manner, under minimum supervision such as:

- a. Overseeing day-to-day cash management.
- b. Managing accounts payable and receivable.
- c. Keeping organized books of tuition fees and files of receipts.

Ultimately, Bursar should ensure the smooth financial and operational management of the University, in compliance with regulations.

DUTIES AND RESPONSIBILITIES:

1. Managing University's accounting system.
2. Good knowledge the of *Public Financial (Management) Act 1995*
3. Oversee day-to-day cash management at the University.
4. Managing student, faculty, and staff accounts.
5. Handling IUE's accounts receivable and payable processes.
6. Preparing financial reports and appraisals.
7. Helping with the creation of annual budgets and strategic financial goals.
8. Preparing and administering tuition bills and collecting fees.
9. Completing cost projection, forecasting, and annual income and expenditure estimates.
10. Monitoring spending concerning IUE's budget and financial strategic goals.
11. Advising on financial projects, policies, tuition changes, and structure, as well as new investments.
12. Assisting with the organization of student aid resources and scholarship recipient selection as needed.
13. Manage annual budget of the University.
14. Ensuring compliance with University standards, regulations, and State regulations.
15. Design and update financial procedures.
16. Prepare expense reports on a regular basis.
17. Conduct cost and productivity analyses.
18. Other duties as assigned by the Vice President University Administration .

REQUIREMENTS AND QUALIFICATIONS:

- a. BS Degree preferable Master's Degree in Accounting, Business Management or relevant degree.
- b. Proven work experience as a Bursar.
- c. Computer literacy (MS Excel in particular).
- d. Strong financial management skills.
- e. Knowledge of accounting procedures and best practices.
- f. Familiarity with budget preparation and cash flow management.
- g. Solid time management skills with an ability to prioritize work.
- h. Excellent analytical skills and experience creating reports and presentations.

Bursar Core Skills: Reporting; Cost Projections; Interpersonal communication skills; Budgets; Leadership; Attention to detail; Analysis; Strategic-thinking; MS Products; Compliance; Time-management skills Organization; Independent work and Problem-solving.

SENIOR FINANCE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA014
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: SENIOR FINANCE OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) SENIOR FINANCE OFFICER	
BRANCH: N/A	REPORTING TO: IUE BURSAR	
SECTION: SENIOR FINANCE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: SENIOR FINANCE OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department and Director of Human Resources Department.

PURPOSE

The Senior Finance Officer provides a high standard of service in key financial accounting operational functions including Accounts Payable, Accounts Receivable, Cash Management, Banking and Payroll Analysis/Review.

The Senior Finance Officer is responsible for ensuring ongoing general financial administration services and cash management.

This role involves working to strict monthly deadlines in line with the IUE's month end closure and monthly payroll timetable. The Senior Finance Officer will be expected to work flexibly in order to meet key deadlines.

DUTIES AND RESPONSIBILITIES:

1. Registering supplier invoices on IUE Financial System promptly and ensuring they are allocated to the correct authorized signatory post profile on IUE Financial System.
2. Ensuring that the daily post of invoices/bank statements received in the team is appropriately dealt with by the team.
3. Responsibility for ensuring that sales or purchase invoices, e-bills, credit and debit notes are processed promptly and accurately on IUE Finance System. This role involves ensuring duplicate invoices, proforma invoices are not processed and any "fraudulent looking invoices or email requests for payments" are not processed but investigated, queried and escalated to managers.
4. Monthly preparation of supplier statement reconciliations and resolution of any queries that arise as a result of the reconciliation.
5. Responsibility for the current accounts bank reconciliations on a monthly basis. This involves processing all the transactions that are processed in the bank account, ensuring they are accurate and are reflected in the IUE's accounting system. On a monthly basis, all bank accounts must be reconciled to the bank statement and any reconciling items identified.
6. Responsibility for the high interest earning and short-term investment bank accounts and monthly reconciliations. This involves ensuring all bank interest income, bank charges, withdrawals and deposits that occur in the month are accurately reflected.
7. Responsibility for providing the month end bank balances for all bank accounts so as to ensure that the cashflow reports and all other treasury management reports can be produced by the Accountants. This involves responsibility for maintaining a summary of other key expenditure profiles on a monthly basis for payroll, direct debits, payment runs, bank charges, etc. Daily notification of main current account bank balance to the Accountant in the team.
8. Responsibility for being the finance management point of contact for providing end of period bank information for the quarterly submission.

9. Responsibility for managing the banking of cheques, e-payments and cash including ordering cash, collecting cash required to top up petty cash or as required by the University.
10. Responsibility for the being the general point of contact for all banking administration matters and liaising with the bank managers/ bank support teams in relation to these matters. This responsibility involves adding new signatories, removing existing signatories, closing bank accounts, coordinating the application forms for opening new accounts, and other ad hoc banking administration matters as directed by the Vice President University Administration.
11. Responsibility for checking and reconciling the monthly variations to pay and cash breakdown payroll reports/files and carrying out a detailed salary trend monitoring on a monthly basis. This involves querying with HR any material increases/decreases in relation to the net pay of individuals pay.
12. Processing of monthly overtime, mileage and other casual payroll claims.
13. Responsibility for the payroll balance sheet account reconciliations on a monthly basis. This involves investigating and resolving any discrepancies and ensuring that the accounts are clear at month end or any reconciling items are identified and correctly appropriately.
14. Responsible for Petty Cash Reconciliation on a monthly basis. This involves investigating and resolving any cash discrepancies. This involves managing the petty cash by carrying out weekly dual cash counts followed by a weekly reconciliation.
15. Ensuring all inter-University charges are raised within the finance team each month.
16. Full responsibility of processing IUE payments to suppliers and staff using the online banking system.
17. Full responsibility of processing direct debit runs for staff, students and customers using IUE Finance System and the online banking system.
18. Responsibility for making the monthly Pay Tax payable to IRC for the University, so as to avoid IRC penalties.
19. Receiving, checking and processing employee and directors' staff expenses reimbursement forms in line with the IUE's Expenses Policy.
20. To liaise with and resolve internal University and external customer Accounts Payable/Accounts Receivable queries satisfactorily in a timely manner.
21. Processing of credit card statements on a monthly basis and ensuring that card holders have provided the relevant receipts for the expenditure incurred on their statements, in line with the IUE's Credit Card Policy.
22. Dealing with customers' accounts queries.
23. Manage debtors by chasing outstanding debt and provide regular updates to the Bursar.
24. Sending out sales invoices and statements to staff, students and customers.
25. To assist the internal and external auditors in completing their audit of the University on an annual basis.
26. Other ad hoc work and support as requested by the Bursar or any Senior Finance Managers.
27. To be adaptable in providing general support in the financial accounting team.

REQUIREMENTS AND QUALIFICATIONS:

- a. BS Degree preferable Master's Degree in Accounting, Business Management or relevant degree.
- b. Good knowledge the of the *Public Financial (Management) Act 1995*.
- c. At least 5 years' experience of working in an accounting department.
- d. Very good working knowledge of Microsoft Excel and Word.
- e. Good literacy and numeracy skills.
- f. Knowledge of basic financial accounting principles and practice.
- g. Use of Information Technology.
- h. Credit Control.
- i. Good knowledge of double entry book-keeping.
- j. Meticulous, accurate with an attention to detail.
- k. Good oral and written communication skills.
- l. Team player and good interpersonal skills.
- m. Good organizational skills with emphasis on the ability to priorities workload to meet key deadlines.
- n. Knowledge of IUE accounting system or significant experience of using an accounting system with a fully integrated sales and purchase ledger module.
- o. Experience of working in the Higher Education Institution.

FINANCIAL ACCOUNTANT OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA015
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: FINANCIAL ACCOUNTANT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) FINANCIAL ACCOUNTANT OFFICER	
BRANCH: N/A	REPORTING TO: IUE BURSAR	
SECTION: FINANCIAL ACCOUNTANT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: FINANCIAL ACCOUNTANT OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services and Director of Human Resources Department.

PURPOSE

The Financial Accountant Officer is responsible for running the accounting and financial activities of the University. She/he analyses the economic stability of the University and provide financial information to other departments, enabling these departments to make budgeting and investment decisions. A Financial Accountant Officer reports on costs, productivity, margins and University expenditures.

The Financial Accountant Officer is also responsible for preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure, payments and other financial activities. She/he conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, and ensures that disbursements are in accordance with the budget and the IUE financial policies.

DUTIES AND RESPONSIBILITIES:

The Financial Accountant Officer's job description highlights the following duties and responsibilities:

1. General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations.
2. Perform finance analysis, reporting and management tasks.
3. Oversee the validation of transactions and verification of their overall impact on the general accounts.
4. Lay down and validate the accounting systems and tools.
5. Review financial paperwork and procedures, provide recommendations and make necessary changes.
6. Ensure all expenses are within assigned University budget and verify the completeness of all required supporting documentation for all payment's vouchers.
7. Prepare payments, bank transfers and do the bank transactions.
8. Produce periodic financial reports and other financial documents for the management of the University in accordance with the prevailing policies and procedures.

9. Ensure timely and accurate monthly and year end closure of accounts, including bank reconciliation, and submit reports to the Bursar as per prescribed deadlines.
10. Prepare invoice to the projects for services and cost share.
11. Ensure account receivables and payables activities are performed accurately and timely.
12. Settle amounts due, or recover outstanding receivables.
13. Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
14. Assist to prepare and coordinate financial audit.
15. Ensure timely and effective follow up to audit observations and recommendations.
16. Update the Bursar on financial status of the University.
17. Do payroll entry in the web banking

REQUIREMENTS AND QUALIFICATIONS:

- a. Completion of Bachelor Degree in Accounting or Finance with minimum of 5 years' relevant work experience.
- b. Good knowledge the of the *Public Financial (Management) Act 1995*.
- c. Work experience from reputable audit firms, international organizations or donor organizations.
- d. Ability to prepare and maintain the full set of accounts.
- e. Knowledge and hands on experience with QuickBooks, or other Accounting Software.
- f. Fluency in oral and written English.
- g. Proficient in Microsoft Excel.
- h. High level attention to detail and accuracy.
- i. Ability to follow through on tasks.
- j. Flexible, creative, responsive, able to take initiative, open to learning.
- k. Reliable.
- l. Able to work within systems and procedures, work effectively in a small team environment involving the sharing of information and at times sharing workloads.
- m. Able to analyses and integrate potentially conflicting numerical, verbal and other data from a number of sources.
- n. Willing to demonstrate, apply and share expert technical knowledge across the University.
- o. Able to work independently and multi-task and meet deadlines.

MANAGEMENT ACCOUNTANT OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA016
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OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: MANAGEMENT ACCOUNTANT OFFICER
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) MANAGEMENT ACCOUNTANT OFFICER
BRANCH: N/A	REPORTING TO: IUE BURSAR
SECTION: MANAGEMENT ACCOUNTANT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: MANAGEMENT ACCOUNTANT OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department and Director of Human Resources Department.

PURPOSE

The Management Accountant Officer is in charge of management of accountants analyse key financial information to optimize financial planning. They assist senior University managers with financial decision-making, prepare financial reports, and develop and implement strategies to reduce University' operational costs. She/ he will be performing financial analysis, preparing financial forecasts, and advising senior management on strategic planning.

DUTIES AND RESPONSIBILITIES:

1. Gathering and interpreting information to evaluate the efficiency of financial procedures.
2. Analysing key financial data and advising senior management on strategic planning.

3. Developing and implementing cost-effective financial policies and procedures, as well as mitigating financial risks.
4. Preparing financial reports and budgets, as well as controlling and forecasting income and expenditure.
5. Overseeing accounting procedures and supervising junior financial department staff.
6. Monitoring auditing and taxation practices, as well as evaluating benefits and compensation packages.
7. Ensuring that financial management policies and procedures adhere to regulatory standards.
8. Performing financial recordkeeping, as well as protecting sensitive and confidential information.
9. Keeping informed of regulatory requirements and best practices in management accounting.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in accounting, finance, or similar.
- b. Good knowledge the of the *Public Financial (Management) Act 1995*.
- c. Certified management accountant (CMA) preferred.
- d. A minimum of two years' experience as a management accountant in a related business.
- e. Proficiency in business management and accounting software.
- f. Extensive knowledge of accounting standards and financial regulations.
- g. Strong mathematical and analytical aptitude.
- h. Exceptional attention to detail.
- i. Superb leadership, organizational, and problem-solving skills.
- j. Excellent collaboration and communication abilities.

PAYROLL OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA017
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: PAYROLL OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PAYROLL OFFICER	
BRANCH: N/A	REPORTING TO: IUE BURSAR	
SECTION: PAYROLL OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PAYROLL OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department and Director of Human Resources Department.

PURPOSE

The Payroll Officer provides dedicated Pay & Reward expertise and professional advice to employees and managers across the University while ensuring that a high level of staff satisfaction is maintained.

The role will be responsible for ensuring all policies, processes and procedures relating to payroll and employment tax are reviewed and maintained regularly in line with any legislative changes.

The University currently has increasing number salaried employees, and the role of the Payroll Officer is to ensure that all domestic and any future international payroll activities are processed accurately, while ensuring that the University meets all relevant legislative regulations.

Working with the wider HR team, the Payroll Manager will be a subject matter expert in all aspects of pensions, employment and benefits tax, insurance and other associated taxes.

DUTIES AND RESPONSIBILITIES:

1. To lead, motivate and develop a team of payroll assistants, including being responsible for the recruitment, selection, induction and development of staff; the setting of IUE objectives; ensuring a high-performance culture and participation in the IUE community.

2. To lead the effective operation of the payroll function and be accountable for ensuring that all relevant payroll deadlines are met.
3. Ensure good governance and audit protocols are followed by ensuring appropriate controls are in place; processes and procedures are documented and reviewed regularly; and that the highest standards of accuracy and rigour are maintained.
4. Lead the development and implementation of a service improvement strategy for payroll with the aim of providing the best payroll service to the University, with particular emphasis on staff service.
5. Regularly review the operating model and associated processes to ensure improvements are continually made to ensure efficiency, accuracy and ease of processing.
6. Work closely with the HR Systems Analyst to utilize the functionality of IUE's HR/ Payroll System fully, with the aim of developing online payment claims and automating payroll processes as much as possible.
7. Act as a specialist point of contact, for all Pay & Reward related queries and provide professional and expert advice and guidance, ensuring that the University is complying with current and new legislation, best practice and internal policies including pay, income tax, national insurance, pensions and reward.
8. Ensure the full reconciliation of payroll, in order to report accurately to the University Bursar. This will include the development and running of audit and exception reports, with overall responsibility for ensuring that any issues are investigated and resolved.
9. Prepare finance documents to ensure that all staff are paid and associated deductions made via payroll are paid to providers e.g. pension contributions.
10. Provide expert and accurate pay and benefits advice to staff including advising on the appropriate legislation and associated policies and procedures on issues of pay, tax, national insurance, pension and other voluntary deductions; ensure the completion of all statutory returns/legislative requirements and also ensuring that enquiries from external agencies are dealt with promptly and accurately.
11. Provide specialist advice and support in relation to all areas of employment tax and ensure that the University has appropriate tax governance and controls in place. Monitor, report and communicate any changes to employment tax laws and build knowledge across the University.
12. Accountable for all monthly and tax year end/IRC reporting including pension reporting; the balancing of income tax and national insurance contributions.
13. Ensure the accurate preparation and timely submission of PNG and any international Employment Tax Returns and termination payment reporting.
14. Ensure that any reward practices are fully compliant with IRC and relevant international regulations.
15. Responsible for the administration of the University's Pension Schemes including building and maintaining relationships with providers, keeping knowledge up-to-date and communicating and implementing changes. Review current pension processes with the aim of meeting defined service level agreements to increase IUE's overall performance.

16. Pro-actively keeping up-to-date, and advising on, existing and new legislation, communicating any potential implications to the Bursar and the University Leadership Team - Executive Leadership and Management Board .
17. Complete relevant data analysis and reporting on all areas of payroll.
18. Managing the introduction of new pay and reward policies and procedures and contributing to policy developments and HR projects within the wider HR Team.
19. To be an ambassador of the University's values & behaviours;
20. Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.
21. To undertake any other duties as may reasonably be required.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree or equivalent qualification or extensive experience in a comparable role.
- b. Good knowledge the of the *Public Financial (Management) Act 1995*.
- c. Previous experience of payroll management in a medium to large organization.
- d. Strong leadership, networking and relationship building skills.
- e. Extensive knowledge of payroll systems, taxation and national insurance rules together with substantial experience of using electronic payroll systems.
- f. Excellent customer services skills with a strong commitment to delivering solutions and improving processes to meet staff needs.
- g. Strong organizational skills, project management skills and ability to manage multiple priorities.
- h. Excellent oral and written communications skill; with strong interpersonal skills, combined with resilience.
- i. Advanced knowledge of Microsoft packages, specifically Excel.
- j. Ability to work flexibly at peak times.
- k. A passion to seek out, drive and implement innovative change initiatives and inspire others to do the same.
- l. Experience of developing, leading and implementing innovative solutions/initiatives using project management techniques.

PURCHASING OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA018
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: PURCHASING OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) PURCHASING OFFICER	
BRANCH:	REPORTING TO: IUE BURSAR	

N/A	
SECTION: PURCHASING OFFICER	LOCATION: Innovative University of Enga , Wabag, Enga Province

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: PURCHASING OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department, Director of ICT Innovation and Academic Technologies; Executive Chef Students Catering Department and Director of Human Resources Department.

PURPOSE

The Purchasing Officer undertakes a range of purchasing activities within Innovative University of Enga supply chain purchasing and stores hub. Provide accurate, efficient and timely services, observing compliance with regulations, standards and procedures; and providing excellent service to internal IUE community and external customers.

The Purchasing Officer is providing flexible purchasing and stores services across all IUE hubs of activities.

DUTIES AND RESPONSIBILITIES:

1. Undertake day-to-day cost-effective and efficient purchasing activities in a high-volume shared service hub.
2. Perform activities in accordance with legislative requirements and standards, and University policies, procedures and delegations. Scan systems and processes for control weaknesses or non-compliance with policy and procedures and escalate to ensure they are addressed.
3. Receive purchase requests and where required, discuss requirements with the Bursar of the Vice President University Administration. Identify appropriate suppliers/vendors in accordance with procurement policy, regulations and

guidelines. Submit and manage purchase requisitions and vendor requests. Collaborate with peers across purchasing hubs to identify opportunities for internal orders or purchases from other University departments.

4. Finalize purchase requisitions for standard purchases in conjunction with the Bursar. Ensure optimum payment methods are identified and appropriate account codes are applied.
5. Liaise with suppliers regarding order requirements (product choice, price, delivery requirements); organize and submit quotes (request for quote); and review quotes in consultation with stakeholders to ensure the University receives the best value for money, quality and service reliability.
6. Create, maintain and complete the IUE Purchase Orders, identify and attach all required order documentation (e.g. import permits, customs declarations, quotes etc.); the payment method best suited to the requisition (e.g. p-card, petty cash, raise a purchase order); and ensure approvals are in accordance with delegations. Collate orders into one University order for a supplier (wherever possible).
7. Create and monitor recurring payments ensure appropriate documentation and approvals is in place.
8. Track shipments and address any delays. As appropriate ensure the University staff concerned is/are kept up-to-date with expected delivery schedules. Liaise with hubs of delivery to verify all products arrive in good condition. Liaise with suppliers and resolve or follow up on issues with orders, changes to orders, deliveries, prices, quality, back orders, stock changes, return of goods etc. Monitor the receipt of credit notes for lower value, non-complex purchases and process accordingly. Escalate where appropriate.
9. Maintain and update information including order details (vendors, new creditors, quantities, prices); and records of purchased products, delivery information, and invoices using IUE supply chain systems and databases. Prepare reports regarding purchasing activity including cost analyses.
10. Develop and maintain knowledge, compliance and technical capability across a range of supply chain activity.
11. Actively contribute to identifying opportunities to improve process and staff and customer experience and contribute to the development and ongoing review of supply chain policies, procedures and initiatives.
12. Work collaboratively with colleagues, stakeholders, customers and suppliers to deliver an integrated and seamless suite of services that provide excellence in the staff and customer experience.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree or equivalent qualification or extensive experience in a comparable role.
- b. Good knowledge the of the *Public Financial (Management) Act 1995 and the National Procurement Act 2021*.
- c. Minimum of two years' purchasing experience where high levels of customer service delivery are expected.
- d. Experience in using purchasing software and systems.

- e. Proficiency in the Microsoft suite of programmes, particularly Excel; well-developed keyboard and word-processing skills.
- f. Numerical and data analysis skills.
- g. Depending upon the portfolio/hub of activity, knowledge and understanding of legislation, regulations and licensing in respect of the purchase of one or more of the following:
 - Controlled drugs/medications;
 - Hazardous substances and new organisms;
 - Food items, and associated food safety systems such as Hazard Analysis and Critical Control Point.
- h. Solid understanding of health and safety legislation and regulations in respect of purchasing and stores activity.
- i. Understand the legal requirements of IUE and registration of vehicles and other stores equipment (where applicable).
- j. Understand the procedures to obtain and maintain licenses and permits for regulated imported items; the use of customs agents and PNG customs.

ACCOUNTS PAYABLE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA019
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: ACCOUNTS PAYABLE OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACCOUNTS PAYABLE OFFICER	
BRANCH: N/A	REPORTING TO: IUE BURSAR	
SECTION: ACCOUNTS PAYABLE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ACCOUNTS PAYABLE OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department, Director of ICT Innovation and Academic Technologies; Executive Chef Students Catering Department and Director of Human Resources Department.

PURPOSE

The Accounts Payable Officer performs the day to day activities for weekly and monthly accounts payable processing and associated tasks in a timely and accurate manner and to provide expert advice and customer service to the Bursar.

The Accounts Payable Officer's goal is to pay all suppliers accurately and on time, which promotes the Accounts Payable as a professional and supportive team, allowing Universities units to serve their staff and students better.

The Accounts Payable Officer is responsible for the processing of in excess of Kina 100,000 supplier invoices per month all invoices above this threshold must be approved by the Vice President University Administration.

DUTIES AND RESPONSIBILITIES:

1. Apply operational skills and the ability to priorities tasks to ensure invoices are processed accurately and on time.
2. Good knowledge the of the *Public Financial (Management) Act 1995*.
3. Attend to Accounts Payable queries promptly and professionally, escalating any unknown issues appropriately.
4. Work cooperatively with the Finance Department Team, and for the University, to meet operational and team objectives.
5. Prepare payment batches as required to meet determined payment terms.
6. Prepare supplier reconciliations on a monthly basis to ensure completeness and integrity of payment batches.
7. Have computer skills with proficiency in Excel, Word and Outlook.
8. Prides self on accuracy, attention to detail and providing exceptional customer service.
9. Provide a safe working environment within your area of responsibility, supporting a collegiality culture.
10. Make sound time management judgement in relation to prioritizing work and meeting deadlines.
11. Ensure compliance with statutory and regulatory requirements, PNG law and IUE polices

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree or equivalent qualification or extensive experience in a comparable role.

- b. Minimum of three years' experience in large volume accounts payable team.
- c. Attaché, Oracle, Quicken or QuickBooks or other accounting software experience or comparable finance system.
- d. Experience with complex accounts payable issues.
- e. Ability to work cooperatively in a team environment.
- f. Ability to priorities and manage own time.
- g. Effective verbal and written communication skills. Computer skills with proficiency in MS Excel.
- h. Well-developed time management and organizational skills - adheres to and strives for meeting deadlines and achieving performance targets.
- i. Ability to adapt to changing priorities and to work under pressure.
- j. Relating to and working with people – shows a willingness to help, displays and encourages positive team spirit and attitude.
- k. Customer focused – asks questions of customers to clarify needs, delivers to meet those needs, follows up on customer enquiries promptly and professionally.
- l. Establishes strong relationships across the range of businesses, corporate functions and external agencies.
- m. Enjoys problem-solving and seeking answers/solutions to issues - will investigate and look for alternatives.

ACCOUNTS RECEIVABLE OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA020
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: ACCOUNTS RECEIVABLE OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) ACCOUNTS RECEIVABLE OFFICER	
BRANCH: N/A	REPORTING TO: IUE BURSAR	
SECTION: ACCOUNTS RECEIVABLE OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: ACCOUNTS RECEIVABLE OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department, Director of ICT Innovation and Academic Technologies, Executive Chef Students Catering Department and Director of Human Resources Department.

PURPOSE

The Accounts Receivable Officer is responsible for ensuring all incoming payments are received and processed. This role requires individual to keep a precise record of all incoming payments and to contact clients to ensure outstanding invoices are paid. The Accounts Receivable Officer in this role ensure that all receipts are tracked and regularly check for any discrepancies in payments received.

The key role of the Accounts Receivable Officer who works as an Accounts Receivable is to ensure the University receives payments for goods and services (this includes University's fees paid by students), and records these transactions accordingly. The Accounts Receivable Officer also includes securing revenue by verifying and posting receipts, and resolving any discrepancies.

DUTIES AND RESPONSIBILITIES:

1. Maintain precise records of all incoming payments.
2. Prepare and send invoices to clients.
3. Contact clients as needed to ensure payment of outstanding invoices.
4. Reconcile any irregularities in receipts.
5. Work collaboratively with accounts payable and other accounting staff to ensure accuracy in finances.
6. Audit all receipts on a determined schedule to ensure accuracy in accounting.
7. Generate and deliver reports to different departments as needed.
8. Actively investigate and resolve irregularities in both incoming and outgoing payments.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree or Master's Degree in accounting, finance, business administration or another related field.
- b. Good knowledge the of the *Public Financial (Management) Act 1995*.
- c. A Certified Public Accounting title is preferred.

- d. Five years' experience for entry-level positions
- e. Familiarity with industry-standard accounting software, such as Attaché, Oracle, Quicken or QuickBooks.
- f. Working knowledge of database and spreadsheet software, such as MySQL and Excel.
- g. Relevant experience using modern communication systems, including email and phone systems.
- h. Expert-level experience using productivity tools, such as Microsoft Office Suite.
- i. Strong communication skills and the ability to handle potential tense interactions with clients.
- j. A desire and ability to work collaboratively with others to accomplish daily goals.

INTERNAL AUDIT AND RISK MANAGEMENT OFFICER

IDENTIFICATION

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA021
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: INTERNAL AUDIT AND RISK MANAGEMENT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INTERNAL AUDIT AND RISK MANAGEMENT OFFICER	
BRANCH: N/A	REPORTING TO: IUE BURSAR	
SECTION: INTERNAL AUDIT AND RISK MANAGEMENT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: INTERNAL AUDIT AND RISK MANAGEMENT OFFICER

REPORTS TO: IUE BURSAR

ORGANISATIONAL RELATIONSHIP:

Supervises: Non

Coordinates with:

Vice President of Research and Innovation, Vice President of Academic Affairs and Vice President Students Administrative Services, Director of Projects and Infrastructure Development Department, Director of ICT Innovation and Academic Technologies and Executive Chef Students Catering Department. and Director of Human Resources Department.

PURPOSE

The Internal Auditor and Risk Management Officer is responsible for in-charge assignment of internal audits of University departments and activities under the supervision of the Bursar and the Vice President University Administration. Assignments vary in complexity and are carried out with minimal supervision. The Internal Auditor and Risk Management Officer reviews and analyses transactions, documents, records, reports and accounts relating to University operations and functions and prepares acceptable working papers and audit reports of findings and identifies any potential risks. Special reviews and projects may be assigned as requested by the University President or the University Council.

DUTIES AND RESPONSIBILITIES:

1. Under the direction of the University Bursar or the Vice President University Administration , performs internal audits of University departments and activities in compliance with established guidelines and principles of auditing by understanding and documenting business processes, interpreting University policies and procedures, governance practices, and regulatory obligations, evaluating compliance with laws, policies, procedures, and regulation by comparing operating practices with established norms, and supporting the safeguarding of assets by reviewing the internal controls over those assets and verifying the existence of such assets.
2. Assesses complex activities to identify potential operational, financial, or compliance risks or potential fraud which warrant audit attention.
3. Contributes to the development of a total program of internal review and audit for the University by determining records and activities to be analysed and planning work assignments for departmental audits.
4. Prepares acceptable work papers by researching, compiling, and analysing data to be presented within internal audit reports.
5. Effectively communicates the results of audits by preparing final reports of audit findings.
6. Participates in departmental and employee education in the area of internal controls and policy and in monitoring audit actions taken by management.
7. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the University.
8. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

9. Contributes to the overall success of the University by working as a team member on audits and special projects and performing all other duties and responsibilities as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree or Master's Degree in accounting, finance, business administration or another related field. Certification as a CPA or CIA is preferred.
- b. Good knowledge the of the *Public Financial (Management) Act 1995*.
- c. Four years' experience in auditing, public accounting, or governmental accounting is required.
- d. Strong verbal and written communications skills and the ability to communicate ideas, facts, and abstract concepts to people from all constituencies of the University is required.
- e. The ability to supervise a student and staff employee(s) is required.
- f. A functional knowledge of the use of computers in internal auditing, the ability to research, collect, organize and maintain accurate records/data, the ability to work with little supervision, to meet deadlines, to solve problems, and to make appropriate recommendations is required.
- g. Professionalism and objectivity under all circumstances is required.
- h. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

HUMAN RESOURCES MANAGEMENT IN CONJUNCTION WITH IUE ICT SYSTEM.

There will be an active partnership supports for the Human Resources Management by the University ICT's system aims at recruiting, retaining, and developing extraordinary people and working effectively and efficiently across four campuses. The commitment is to support the employee experience, starting with the onboarding process and lasting through the lifecycle of employment. The outcomes focus on using ICT system and common performance management practices and providing guidance on approaches to recruit, grow, assess, develop, and retain employees.

This Service Strategy provides for the foundation of IUE service delivery by coordinating through the use of ICT multiple integrated processes. These processes support the proactive management of the IUE service portfolio, aligning IUE community's needs, individual staff needs with our overall strategy. The Human Resources is taking the lead on understanding and shaping the University community's demand for Human Resources Management services, to work with University ICT to align Human Resources Management service portfolio to meet this demand, promulgate service management tools and best practices, manage University staff and students, IUE's projects, and manage other University resources.

DIRECTOR OF HUMAN RESOURCE MANAGEMENT

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA022
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT	
BRANCH: N/A	REPORTING TO: VICE PRESIDENT UNIVERSITY ADMINISTRATION	
SECTION: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUT ACT 2022	New Position	New Position

JOB DESCRIPTION: DIRECTOR OF HUMAN RESOURCE MANAGEMENT

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Vice President University Administration

Supervises: Training and Development Officer, Recruiting Officer, Salary Officer, Contract Officer, Contracts Officer, IUE GESI Officer and Human Resources Data Management Officer.

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department.

PURPOSE

The Director of Human Resource Management oversees the establishment and implementation of HRM policies and procedures at Innovative University of Enga.

The Director of HRM organises and coordinates the HRM operations of all academic and administrative divisions consistent with the vision, mission and objectives of the

University, in order to constantly increase the quality of higher education and management at IUE.

The DHRM is appointed by the President for a term of three (3) years and may be re-appointed.

DUTIES AND RESPONSIBILITIES:

1. Responsible for implementation and constant review and update of HRM policies and procedures throughout the University for consistency with IUE statutory requirements.
2. Carries out performance appraisals/reviews with HRM staff members.
3. Responsible for the day-to-day operation of the Department.
4. Reports to and advises the Vice President University Administration and the Executive Leadership and Management Board about HRM concerns (e.g. recruitment & selection, industrial relations, staff development, remuneration and other personnel related issues).
5. Responsible for the preparation of annual strategic staff plans.
6. Responsible for coordinating and administering the IUE Staff Development Program.
7. Responsible for the accurate maintenance of the Staff Database.
8. Responsible for the competent Info Service for IUE staff on employment issues.
9. Responsible for the update and maintenance of the HRM sections on the Intranet and Internet.
10. Networks with recruitment agencies, education centres, international organizations and congregations for recruitment purposes.
11. Renders her/his services to Finance Department, Projects and Infrastructure Development Department, Students Catering Department and ICT Innovation and Academic Technology Department.
12. Performs other related duties that may be assigned or delegated by the Vice President University Administration or the President.

REQUIREMENTS AND QUALIFICATIONS:

- a. Qualifications – Minimum of Bachelor's Degree in Human Resource Management or Management, preferably Master's Degree.
- b. Good knowledge of *Public Service (Management) Act 1995*, other relevant Acts.
- c. General Orders, Business Processes.
- d. Public Service Code of Business Ethics.
- e. Knowledge – In Human Resource Management and/or Industrial Psychology; employment laws of PNG; conflict management; understanding of the Melanesian culture.
- f. Skills – Very good presentation and communication skills; interpersonal skills; leadership skills; negotiating skills; active listening skills; basic counselling skills; analytical thinking; computer literacy (Word, Excel, Power Point, Internet

and e-mail); drive; timeliness; people skills; attention to process, procedure and detail; disciplined; customer orientated.

- g. Work Experience – Minimum of 5 years' experience in Human Resource Management or Management.

TRAINING AND DEVELOPMENT OFFICER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA023
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: HUMAN RESOURCE MANAGEMENT DEPARTMENT	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	
SECTION: TRAINING AND DEVELOPMENT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: TRAINING AND DEVELOPMENT OFFICER

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resource Manger

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Recruiting Officer, Salary Officer, Contract Officer, IUE GESI Officer and Human Resources Data Management Officer.

PURPOSE

As a Training and Development Officer's job is to equip staff with the knowledge, practical skills and motivation to carry out their work activities effectively.

She/he needs to take a strategic approach to training, assessing the skills and knowledge within the University and determining what training is needed to grow and retain these skills. She/he will either deliver the training herself/himself or arrange for a third-party trainer to do it.

Training officers induct new members of staff by providing them with the requisite preparation and teaching upon their appointments. Training officers also identify and close gaps in existing staff members' skills through instruction.

DUTIES AND RESPONSIBILITIES:

1. As a training and development officer will need to:
2. Identify training and development needs within The University through job analysis, appraisal schemes and regular consultation with Faculty Deans, Department Heads, managers and human resources departments.
3. Design and expand training and development programmes based on the needs of the University and the individual.
4. Work in a team to produce programmes that are satisfactory to all relevant parties in Innovative University of Enga, such as line managers, accountants and senior managers at board level.
5. Consider the costs of planned programmes and keep within budgets
6. plan and assess the 'return on investment' of any training or development programme.
7. Develop effective induction programmes for new staff, apprentices and graduate trainees.
8. Monitor and review the progress of trainees through questionnaires and discussions with managers.
9. Devise individual learning plans.
10. Conduct appraisals.
11. Produce training materials for in-house courses.
12. Create and/or deliver a range of training using classroom, online and blended learning.
13. Manage the delivery of training and development programmes.
14. Ensure that statutory training requirements are met.
15. Evaluate training and development programmes.
16. Amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment.
17. Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups.
18. Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.
19. Liaising with existing staff to clarify job descriptions and related expectations.
20. Research new technologies and methodologies in workplace learning and present this research.
21. Devise a training strategy for the University.

22. Build training programmes from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other members of the learning and development team.
23. Monitor budgets and monthly expenditure reports.
24. Work closely with and influence senior leaders and stakeholders.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree of Human Resources with an appropriate business science major is preferred.
- b. Good knowledge of *Public Service (Management) Act 1995*, other relevant Acts.
- c. General Orders, Business Processes.
- d. Public Service Code of Business Ethics.
- e. Qualification in Instruction and/or learning design is advantageous.
- f. Demonstrable experience as a training officer.
- g. Proven track record of boosting an organization growth through training.
- h. Knowledge of all relevant performance tracking software and indices.
- i. Thorough understanding of contemporary HR and business procedures.
- j. Excellent verbal and written communication.
- k. Initiative and the ability to offer new ideas.
- l. Interpersonal skills that enable you to work with people at all levels of the University, motivate others and change people's attitudes when necessary.
- m. Ability to conduct thorough needs assessments to gauge training needs.
- n. Strong desktop and in-person research, presentation, and reporting skills.
- o. Energetic, determined, ethical, and highly capable disposition.

RECRUITMENT OFFICER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA024
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: RECRUITMENT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	
SECTION: RECRUITMENT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: RECRUITMENT OFFICER

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resource Manager

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Training and Development Officer, Salary Officer, Contract Officer, IUE GESI Officer and Human Resources Data Management Officer.

PURPOSE

The Recruitment Officer works closely with Human Resources Manager to develop and implement effective recruitment practice, policy, and procedures for the support and development of high performing teams.

She/he works closely with Faculty Deans, Vice Presidents to manage employee sourcing, interviewing, and orientation.

The Recruitment Officer is responsible to provide training to departmental personnel to perform resume search on external databases.

Recruitment Officer needs to ensure that the current and future needs of the University are met. Recruitment Officer also supervises hiring processes to make sure recruiters hire qualified employees.

She/he takes complex managerial decisions and are responsible for providing solutions to various recruitment issues.

DUTIES AND RESPONSIBILITIES:

1. Design the selection matrix used in choosing optimum recruitment channel and source.
2. Explore market best practices in the recruitment and placement of employees.
3. Conduct job interviews to ensure candidates skills and qualification match the job requirements.
4. Maintain up-to-date knowledge of labour legislation, implementing required changes to keep IUE recruitment processes compliant.
5. Direct and supervise the activities of human resources recruitment teams.
6. Act as a single point of contact for managers regarding recruitment topics.
7. Design training for human resources recruiters and line managers.
8. Build quality relationship with internal colleagues and external recruitment agencies.

9. Minimize cost incurred in a recruitment process.
10. Set social media communication strategy for different job profiles and functions in the University.
11. Conduct research to identify and select suitable job advertising options.
12. Participate in job fairs and career events.
13. Supervise the recruiting team and report on its performance.
14. Advise hiring managers on interviewing techniques.
15. Design new and improved recruiting strategies.
16. Monitor recruiting metrics that is recruiting time and recruiting cost.
17. Examine utilizing various recruitment software and recommend the best option as per the needs of an organization.
18. Assist hiring managers on interviewing techniques.
19. Suggest approaches for the improvement of our employer brand.
20. Collaborate with Faculty Dean, Vice Presidents and department managers to forecast future hiring needs.
21. Assemble the professional network of an organization through relationships with HR and other professionals.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in Business or Human Resources Management or organizational psychology, or in a similar field.
- b. Good knowledge of *Public Service (Management) Act 1995*, other relevant Acts.
- c. General Orders, Business Processes.
- d. Public Service Code of Business Ethics.
- e. Three years of experience working as a Recruitment Officer or a similar role.
- f. Proficient in HR databases and Applicant Tracking Systems.
- g. Outstanding understanding of labour legislation (Organizational health and safety law, Equal employment opportunity, Anti-discrimination law, etc).
- h. Ability to apply advanced strategies to source candidates.
- i. Proficient with all recruitment's activities (e.g recruiting, interviewing, screening and evaluating).
- j. Strong working knowledge of all social networks.
- k. Excellent oral and written communication skills.
- l. Great organization and analytical skills.
- m. Ability to work in a team or individually as and when required.
- n. Ability to manage and handle multiple tasks.
- o. Outstanding problem-solving skills.
- p. Excellent attention to detail.
- q. Good customer service skills.
- r. Strong work ethics.
- s. Good time management skills.
- t. Ability to lead and motivate the team.
- u. Outstanding presentation skills.

SALARY OFFICER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA025
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: RECRUITMENT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	
SECTION: RECRUITMENT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: SALARY OFFICER

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resource Manger

Supervises: Non

Coordinates with: Payroll Officer win the Finance Department, Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Training and Development Officer, Contract Officer, IUE GESI Officer and Human Resources Data Management Officer.

PURPOSE

The Salary Officer is responsible to provide accurate information to the Payroll Officer to process payroll on a fortnightly basis and provide administrative support to the Payroll Officer to ensure the smooth running of the HR/Payroll function. Answer general HR/Payroll queries on a daily basis and signpost colleagues to information,

involving the HR Manager, Finance Department and the President as necessary.
Main Responsibilities of Salary Officer:

- Collect accurate daily, weekly and monthly timesheets.
- Calculate fortnightly payroll, allowances and bonuses.
- Prepare the compensation of employees using payroll software.

The Salary Officer calculates employees' compensation, ensures timely payments and updates internal payroll databases. The ultimate goal is helping the payroll process of the University run smoothly, efficiently and accurately.

DUTIES AND RESPONSIBILITIES:

1. Collecting daily, weekly and monthly timesheets.
2. Preparing employees' compensation using payroll software and also incorporating allowances/bonuses.
3. Reporting on payroll expenses, compensation, benefits, insurance deductions and taxes.
4. Entering the data of new employees into University's databases (e.g. tax identification numbers and bank accounts).
5. Ensuring tax withholdings and wages are in compliance with regulations.
6. Ensure accuracy, completeness and timely provision of the fortnightly payroll.
7. Gather and input monthly data including starters, leavers, sickness, overtime and expense claims.
8. Check processed payroll data including pay slips and submit reports to Finance Payroll Officer.
9. Director for approval prior to running final fortnightly payroll.
10. Ensure timely electronic distribution of pay slips.
11. Provide net pay data and other payroll reports for Finance Payroll Officer to raise payments to employees:
 - a. File monthly payroll records.
 - b. Response to staff payroll queries;
 - c. Assist with extracting payroll information and compiling reports as required;
 - d. Manage and co-ordinate best practice processes to ensure the accurate processing of all the day related data.
12. Maintain and update the People HR Management System, spreadsheets and other logs of employee personal information.
13. Maintain and create new files as required.
14. Archive ex-employees files / reference page as required in line with IUE regulations.
15. Provide HR related KPI stats on a monthly basis.
16. Provide statistical HR data reports as required using HRM system.
17. She/he needs to ensure effective liaison with all Divisions and Departments within the University regarding relevant issues and information.
18. She/he needs to ensure confidentiality practices and data protection is upheld in line with police and legislation.

19. She/he has to act in accordance with IUE's equality, diversity and inclusion policy and procedures, to ensure that the University is compliant with legal and regulatory requirements.
20. She/he needs to work in line with the ethos of the University across the service area.
21. She/he needs to ensure all policies, procedures and working practices within the service area support the Christian identity and values of the University.
22. To carry out any other tasks that may be required from time to time in accordance with the Payroll Officer's capabilities and the changing working environment.

REQUIREMENTS AND QUALIFICATIONS:

- a. At least a Bachelor's Degree in Human Resources, Accounting or a relevant field.
- b. Good knowledge of *Public Service (Management) Act 1995*, other relevant Acts.
- c. General Orders, Business Processes.
- d. Public Service Code of Business Ethics.
- e. Public Finance (Management) Act, Public Service Policies, Procedures, Practices and Systems.
- f. Prior experience as a Payroll Clerk, Payroll Officer or a similar role.
- g. Experience with accounting software and MS Office, especially MS Excel.
- h. Ability to work with confidential information.
- i. Sound knowledge of labour laws as well as employment regulations.
- j. Exceptional mathematical skills with a keen eye for details.
- k. Sound knowledge of payroll taxes as well as multi-location payroll.
- l. Experience with payroll software/s.
- m. Exceptional time-management and organizational skills.
- n. An analytical mind with a problem-solving attitude.

CONTRACT OFFICER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA026
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: CONTRACT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) Innovative UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	

SECTION: CONTRACT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA , WABAG, ENGA PROVINCE
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HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
Gazettal Notice No. G537	New Position	New Position
IUE ACT 2022		
Strategic Plan 2021-2026		

JOB DESCRIPTION: CONTRACT OFFICER

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resource Manager

Supervises: Non

Coordinates with: The Principal Legal Officer of the University, Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Training and Development Officer, Salary Officer, IUE GESI Officer and Human Resources Data Management Officer..

PURPOSE

The Contracts Officer provides advice and guidance to Vice Presidents, Faculty Deans and staff on contractual issues and is responsible for reviewing, drafting and negotiating academic, non-academic and consultancy contracts on behalf of the University within agreed service levels set down by the University. The Contracts Officer is responsible for ensuring that:

- The University can comply with IUE and funder terms, policies and conditions;
- Appropriate due diligence procedures are followed when subcontracting collaborating institutions or service providers;
- The intellectual property, financial security and other interests of the University are adequately protected; and
- The Contracts Officer will take responsibility for managing standard contractual tasks through to completion and will assist more senior colleagues with the preparation, negotiation and completion of contractual tasks on the most complex academic, research and non-academic projects.

The Contracts Officer will be part of a team of contract officers within a wider contracts team that is responsible for the drafting, review and negotiation of academic, research

and non-academic contracts for the University. With a strong focus on systems and customer service, she/he will advise and support academic staff throughout the contract pre-award process. She/he will facilitate collaborations with external partners by ensuring the use of appropriate research agreements are put in place taking responsibility of her/his own portfolio of contracts.

DUTIES AND RESPONSIBILITIES:

1. To assist the HR Manager in providing a comprehensive HR administration service.
2. To act as a first point of contact for all potential employees to the Human Resources team.
3. To be the primary contact and systems administrator for queries on IUE's future employments and to assist through the systems implementation in driving.
4. To provide an effective Human Resources administration service relating to the employment lifecycle.
5. To ensure accurate HR records on all employees including full-time, part-time and visiting lecturers.
6. Negotiating, drafting and recommending agreements with external customers, including price, balancing commercial and academic interests with acceptable commercial and legal risks to the University.
7. Analysing and interpreting complex contract terms and conditions, advising on their impact and associated risk and liability to staff at all levels.
8. Addressing potential conflicts of interest between the objectives of the academic colleague in undertaking the contracted activity, the policies/regulations of the University and the customer's business/commercial objectives.
9. Working closely with academic staff, ensuring that project proposals do not prejudice later negotiation stages relating to price, intellectual property or other contractual matters.
10. Liaising with the Vice President of Research and Innovation, the Support Office and other teams within the Research and Enterprise Services Division and other University functions as appropriate.
11. Preparing and keeping under review standard contracts and associated legal documents for all aspects of academia, research and enterprise activity, including commercialization.
12. Evaluating and negotiating ownership of and access to intellectual property and developing appropriate exploitation strategies.
13. Liaising with funding agencies from both public and private sectors.
14. Visiting research funding and non-academic funding or collaborating University partners as required to assist in successful contract negotiation.
15. Maintaining awareness of relevant legislation, Government initiatives and Industry interactions commensurate with the responsibilities of the job.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree and four years of relevant experience, or combination of education and relevant experience.

- b. Good knowledge of *Public Service (Management) Act 1995*, other relevant Acts.
- c. General Orders, Business Processes.
- d. Public Service Code of Business Ethics.
- e. Public Finance (Management) Act, Public Service Policies, Procedures, Practices and Systems.
- f. Advanced knowledge of contracting and related processes.
- g. Demonstrated understanding of University research, academic and non-academic environment and policies.
- h. Experience with University research and academic administration or related experience preferred.
- i. Working knowledge of and experience applying regulatory requirements regarding research data and privacy.
- j. Demonstrated understanding of intellectual property and licensing issues as they pertain to academic research.
- k. Draft, negotiate and execute complex research, academic and non-academic agreements including data use agreements.
- l. Communicate knowledge and ideas both verbally and in writing with clarity and effectiveness to internal and external audiences, client groups and all levels of management.
- m. Make good independent decisions based on critical and analytical thinking, experience and judgement.
- n. Deliver high quality service and work products that can be relied upon by clients and colleagues to meet research, academic and business requirements.
- o. Drive change and continuous improvement through individual contributions.
- p. Collaborate and work effectively in a distributed team environment.
- q. Work well with colleagues and clients.
- r. Demonstrated curiosity and comfort with uncertainty and ambiguity.
- s. Strong service orientation, demonstrated ability to work effectively in a fast-paced, action-oriented, customer-focused service environment.
- t. Strong organizational skills and the ability to prioritize a variety of tasks and demands.
- u. Strong computer skills, including Microsoft Office Suite and ability to learn applicable University and departmental systems.

GENDER EQUITY AND SOCIAL INCLUSION OFFICER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA027
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: GENDER EQUITY AND SOCIAL INCLUSION	

DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT
BRANCH: N/A	REPORTING TO: DIRECTOR OF HUMAN RESOURCE MANAGEMENT
SECTION: GENDER EQUITY AND SOCIAL INCLUSION OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: GENDER EQUITY AND SOCIAL INCLUSION OFFICER

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resource Manger

Supervises: Non

Coordinates with: The Principal Legal Officer of the University, Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Training and Development Officer, Salary Officer and Contracts Officer.

PURPOSE

The Gender Equity and Social Inclusion (GESI) Officer plays a critical role in the Innovative University of Enga by serving as the lead for GESI analysis and strategy development, including the key role as the main direct liaison between the University's community and the Human Resources teams on GESI issues. This will involve the following tasks:

- Take a leading role in developing and implementing of GESI strategy and plan for the University.
- Help IUE to integrate GESI into each step of the collective impact process.
- Lead capacity-building efforts for University staff, and partners on gender policies and other related concerns.

DUTIES AND RESPONSIBILITIES:

1. Take a leading role in developing and implementing of GESI strategy and plan for the University.
 - a. Conduct a GESI analysis of selected pollution areas to identify key issues and entry points for GESI programming in the University.
 - b. Based on the GESI policies of the PNG Government, develop a strategy for mainstreaming GESI in the University activities and work with IUE staff to develop a GESI action plan for implementing the strategy.
 - c. Collaborate with other units of the University to implement the activities under the GESI plan.
 - d. Collaborate with IUE Executive Leadership and Management Board members to make sure impact measurement focuses on women, youth, people with disabilities, and ethnic minorities.
 - e. Meet regularly with all University staff to brief them on progress, issues, challenges and opportunities with regard to GESI.
2. Support implementation of capacity building plans/activities for the University.
 - a. Work with impact officers within the University to facilitate a participatory needs assessment process with each unit of the University to ensure the integration of gender mainstreaming and ensure of social equity in each initiative.
 - b. Based on identified needs, facilitate each University's unit to develop a participatory capacity building plan of GESI section in the overall capacity building plan.
 - c. Support impact officers to ensure that GESI elements are well mainstreamed into all capacity development initiatives and all training materials.
 - d. Organize capacity-building activities for the University and project staff, and other partners on gender policies and other related concerns.
3. Support overall GESI program implementation and reporting.
 - a. Work with the academic and non-academic staff to ensure that GESI mainstreaming are adequately represented in the IUE's activities.
 - b. Contribute to quarterly reporting, annual reports and to the annual work planning process and final documents to the IUE Executive Leadership and Management Board .

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor/University Degree in Gender Studies, Sociology, Human Rights, Law and/or development, Environmental studies, or related field.
Postgraduate degree is an advantage.
- b. Good knowledge of *Public Service (Management) Act 1995*, other relevant Acts.
- c. General Orders, Business Processes.
- d. Public Service Code of Business Ethics.
- e. At least five years of relevant experience in gender mainstreaming, social analysis.
- f. Development planning and implementation.

- g. Experience working on gender mainstreaming and social inclusion in the environment sector preferred.
- h. Strong multidisciplinary competence combined with substantial experience in safeguard policies, social development and related capacity building
- i. Experience engaging with community groups, local NGOs, and advocacy groups to address complex development challenges.
- j. Understanding of environmental issues, and experience working on environment projects is an advantage.
- k. Working knowledge and/or experience of international development organization and government agencies.
- l. Strong teamwork skills and commitment to collaborate with other staff.
- m. Strong interpersonal skills and ability to work well in a team setting.
- n. Creativity and enthusiasm to tackle new challenges.
- o. Able and willing to undertake periodic field travel.
- p. Strong experience working with MS Office (Word, Excel, PowerPoint) required.

HUMAN RESOURCES DATA MANAGEMENT OFFICER

AGENCY: INNOVATIVE UNIVERSITY OF ENGA	SYS.POSN.NO N/A	POSITION NO. IUEEXUA028
OFFICE: VICE PRESIDENT UNIVERSITY ADMINISTRATION	DESIGNATION/CLASSIFICATION: HUMAN RESOURCES DATA MANAGEMENT OFFICER	
DIVISION: EXECUTIVE MANAGEMENT	LOCAL DESIGNATION: (as per org. structure) INNOVATIVE UNIVERSITY OF ENGA HUMAN RESOURCE MANAGEMENT DEPARTMENT	
BRANCH: N/A	REPORTING TO: DIRECTOR OF HUMAN RESOURCE MANAGEMENT	
SECTION: HUMAN RESOURCES DATA MANAGEMENT OFFICER	LOCATION: INNOVATIVE UNIVERSITY OF ENGA, WABAG, ENGA PROVINCE	

HISTORY OF POSITION

IUE FILE NO.	DATE OF VARIATION	DETAILS
IUE ACT 2022	New Position	New Position

JOB DESCRIPTION: HUMAN RESOURCES DATA MANAGEMENT OFFICER

DEPARTMENT: Human Resource Management Department

ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resource Manger

Supervises: Non

Coordinates with: Vice Presidents, Deans of Faculty, Directors, Bursar, Chief e-Librarian, Heads of Department, Training and Development Officer, Salary Officer, Contracts Officer and Gender Equity and Social Inclusion Officer.

PURPOSE

The Human Resources Data Management Officer serves as the primary contact for data management, analytical and Human Resources systems support to various internal University's staff. The Human Resources Data Management Officer manages and maintains a comprehensive University information resource, ensuring consistency and integrity of data; oversees collection and reporting of complex, related information. Interprets data, including statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments. Conducts needs assessments, designs and creates databases, and participates in testing and implementation of new applications and/or enhancements and modifications to existing systems. Provides assistance and training to system users.

DUTIES AND RESPONSIBILITIES:

1. Provides accurate, consistent and timely responses to Human Resources (HR) Systems and reporting inquiries, which are considered to be up to moderate complexity and may require additional research and analysis.
2. Reviews and audits HR Systems for data accuracy, enters data on behalf of employees, managers and HR colleagues and suggests operational process improvements; provides information updates and reporting requirements as needed.
3. Provides data management, systems and analytical support to other internal HR departments, Vice Presidents and others as needed.
4. Works in collaboration with other team members to establish and maintain a confidential and sensitive work environment, focusing on customer service by handling all staff requests in a professional manner.
5. Develops and designs methods and procedures for collecting, organizing, interpreting, and classifying information for input into computer and retrieval from computer, utilizing knowledge of symbolic language, optical or pattern recognition, database construction, and retrieval methods.
6. Develops alternate designs to resolve problems in input, storage, or retrieval of information, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities.

7. Consults with and advises clientele on the use and interpretation of data; collaborates as appropriate with clientele in the structuring and development of data requirements.
8. Performs needs assessment activities and works with other information systems personnel to determine feasibility of development of new databases and/or enhancements or modifications to existing databases.
9. Develops specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data.
10. Programs, debugs, and runs a variety of scheduled and ad hoc listings, summaries, statistics, labels, and other electronic and/or presentation reports.
11. Provides technical assistance and training to department personnel in the use of personal computers, standard software packages, and on-line information systems.
12. Makes recommendations for on-line program enhancements; assists in testing and implementation of modifications and enhancements.
13. Supervises or oversees the work of programming and/or data entry staff and/or student employees.
14. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
15. May conduct individual, group, and/or organization-based presentations related to organization objectives and parameters.
16. May set up and maintain staff security access codes; may manage departmental client server infrastructure.
17. Performs miscellaneous job-related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- a. Bachelor's Degree in HR, Information Technology, Business, Data Analytics or related field.
- b. Experience with data management and report writing tools. Intermediate Excel knowledge including using pivot tables and lookups.
- c. Excellent problem solving, process improvement and analytical skills.
- d. Knowledge of structured programming, testing, and debugging techniques.
- e. Ability to design and implement systems necessary to collect, maintain, and analyse data.
- f. Ability to implement and troubleshoot programming changes and modifications.
- g. Ability to supervise and train assigned staff.
- h. Ability to communicate effectively, both orally and in writing.
- i. Ability to verify data input and correct errors.
- j. Ability to interact with students, faculty and/or staff in a team environment.
- k. Knowledge of current technological developments/trends in area of expertise.
- l. Ability to provide a range of systems training and/or support activities for users.
- m. Knowledge of database construction, management, and retrieval methods.
- n. Ability to resolve data input, storage and/or retrieval problems and to design solutions and modifications.
- o. Knowledge of computer data processing principles.
- p. Knowledge of mathematics.

- q. Ability to analyse operational data requirements and to create and develop databases specific to requirements.
- r. Ability to create data capture and input specifications.

ANCILLARY STAFF – NON-ACADEMIC STAFF

The staff employed by the Innovative University of Enga whose responsibilities do not include teaching or senior administrative function is titled Ancillary Staff. Also referred to as non-teaching staff or support staff.

Support staff are not qualified staff, but they work alongside lecturers and senior executives' and senior administrative staff to support students and staff, they can carry out low level admin duties and much more as there is no one size fits all as there are many support staff roles in the University.

1. Low level administrative roles - these roles are not involved with direct student learning however they manage an effective running of the University in other ways.
2. Facilities - these people help create a safe environment for students to learn and staff to work. They can be cleaners, caretakers, drivers, gardeners, landscapers, indeed they are the caring staff.
3. Student support - these roles can take place inside and outside of the University. They are there to help students and parents with some issues they have.

Innovative University of Enga employees engage in many ancillary activities. The University stimulates such activities because we believe that the right place for a University is at the very heart of society. Ancillary activities bring together research, teaching and society. However, there are some limits on what is possible. Ancillary activities are subject to certain conditions, aimed primarily at guaranteeing transparency and avoiding conflicts of interests.

Ancillary activities include all paid and unpaid activities that the University employee engages in, whether these activities are carried out within working hours or outside these hours. We must also make sure that these activities cannot harm the University or obstruct the proper performance of our duties.

Non-Academic staff members are professional employees who contribute very significantly to the success of the University. They bring to the University an important repertoire of professional skills, possess a wealth of institutional knowledge, provide essential resources, and work alongside of Faculty and Administration in realizing the IUE's vision, mission and objectives. Many have served through several administrations at different Institutions and numerous leadership changes at those Institutions level. This long-term experience gives them invaluable expertise and lends consistency to the daily operations of the University.

The contribution of ancillary staff highly influences the student experience at Innovative University of Enga. While Faculty supports students academically and in research, the ancillary staff makes equally important contributions toward the success of students through many critical support and operational services.

Valuing ancillary staff also requires the rational, transparent distribution of staff across units, and a careful consideration of their duties. Regular review of staff roles and responsibilities should be implemented by HR Department.

As the University advances, it must take care to maintain necessary staff levels and skill requirements. The University should however never lose sight of the primacy of its purpose, functions of teaching and research, and not let the flab of non-academic staff grow. The University cannot be unmindful of the non-academic responsibilities, which it entrusts upon the academic-staff.

Innovative University of Enga engages ancillary staff when is need and meet the cost of salaries from the operational budget of the University.