



**Innovative University of Enga, PO Box 387, Wabag, Enga Province,
Papua New Guinea**

JOB DESCRIPTION

Position Title: Grounds Coordinator

Department: Facilities Management

Reports To: Director of Facilities

Location: Wabag, Irelya Campus

Employment Type: Full-Time

Position Purpose

The Grounds Coordinator is responsible for planning, coordinating, and supervising the maintenance, landscaping, beautification, and environmental management of the University's grounds to ensure a clean, safe, attractive, and sustainable campus environment.

Key Responsibilities

Grounds Maintenance

- Supervise grounds maintenance staff.
- Coordinate lawn mowing, landscaping, tree trimming, and gardening.
- Maintain roadsides, footpaths, drainage systems, and outdoor facilities.
- Monitor irrigation systems and water usage.
- Ensure campus cleanliness and waste management.

Landscaping

- Develop and implement landscaping programs.
- Maintain gardens, flower beds, and recreational areas.
- Recommend improvements to campus aesthetics.
- Monitor pest and weed control programs.

Equipment Management

- Maintain grounds maintenance equipment.
- Schedule servicing of grounds machinery.
- Monitor inventory of gardening tools and supplies.

Compliance

- Promote environmental sustainability.
- Ensure compliance with occupational health and safety requirements.
- Maintain safe grounds for staff, students, and visitors.

General Duties

- Support University functions and special events.
- Assist during emergencies affecting campus grounds.
- Perform other duties assigned by the Director of Facilities.

Qualifications and Experience

- Diploma or Certificate in Horticulture, Agriculture, Environmental Management, Landscaping, or related discipline.
- Minimum of three (3) years' experience in grounds maintenance or landscaping.

Knowledge and Skills

- Landscaping and horticulture.
- Grounds maintenance equipment operation.
- Environmental management.
- Team supervision.
- Computer literacy.
- Good communication skills.

Key Competencies

- Leadership
- Planning and Organizing
- Environmental Stewardship
- Problem Solving
- Teamwork
- Customer Service
- Safety Awareness
- Integrity

Performance Indicators

- Campus grounds maintained to a high standard.
- Timely completion of landscaping activities.
- Effective supervision of grounds staff.
- Safe and attractive campus environment.
- Proper maintenance of equipment.
- Compliance with environmental and safety standards.

Interested Applicants are encouraged to submit the following documents:

- ✓ **Current Curriculum Vitae (CV)**
- ✓ **Certified Academic Qualifications and Transcripts**

Please send all application materials via email to: recruitment@iue.ac.pg

Address to:

Ms. Kessie Makeu (Recruitment Chair)

Innovative University of Enga

PO Box 387

Wabag, Enga Province, Papua New Guinea

Note: Only shortlisted candidates will be contacted for an interview