

- 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