



An authentic
model for na-
tional unity

Open to everyone
regardless of
race, religion,
ability or gender,
who shares
its vision

“The lan-
guage that all
people un-
derstand is
that of love.

Vice President Madang Campus

Applications are invited for the following vacancy of Vice President (Madang Campus) at Divine Word University.

The Vice President, Madang Campus at Divine Word University directs, manages, monitors and maintains control of all aspects of campus operations. This position works in accordance with the mission, vision and core values of the university.

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

Selection Criteria

1. Possess a minimum of a Master's Degree.
2. Knowledgeable in managing people; conflict resolution; asset management; human resource management; meeting planning;
3. Possess a good command of the English Language;
4. Must possess a sound knowledge of the academic environment and what is required to create an environment conducive to study and learning.
5. Must be Computer literate (MS Word, Excel, e-mail); people skills and in motivating people; ability to efficiently and effectively complete necessary tasks; ability to delegate and follow-up with projects/people; commitment to the University; ability to communicate with all types of people from academics to ancillary; cooperate with peers, Head and subordinates, ability to work comfortably with the Catholic ethos of the University.
6. Work Experience – Minimum of 5 years in senior management position, preferably with experience at a tertiary institution.

Skills and Attributes

The Vice President for Madang Campus must possess the following skills and attributes: proven ability to manage, direct, control, implement and monitor all aspects of university operations; excellent oral and written communications skills required.

General Information

Applications will be treated as strictly confidential and should include full updated CV, date of availability and names and addresses of three recent referees. In order to expedite procedures, applicants are advised to contact referees to send confidential reports directly to the university without waiting to be contacted.

Address applications to:

**The Director
Human Resource Management
Divine Word University
PO Box 483
MADANG 511
PAPUA NEW GUINEA**

Emailed to: hmr@dww.ac.pg on or before 19th February 2021.

Telephone: 422 2937

Facsimile: 422 1591

More information on this vacancy is available upon request.

ONLY SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.