



# POSITION VACANCIES

Divine Word University is a private run catholic National University that is open to all and serving society through its quality of research, learning, teaching and community engagement in a Christian environment by upholding the core values of the university. The study programs are delivered in its five different campuses across Papua New Guinea.

Currently the University is seeking to appoint suitably qualified candidates to occupy the following positions:

## 1. Applied and Evaluative Researcher

### **Job Specification**

- Work with the QA team to apply the processes and procedures outlined in the QA1 Policy (2020)
- Champion the process of Monitoring and Evaluation across the university and report on outputs and outcomes
- Identify opportunities for ongoing and continuous improvement
- Work with existing and new data
- Develop mixed-methods questionnaires
- Collect, sort, and analyze data for purposes of reporting and publication
- Report on research findings both oral and written
- In liaison with the Data Analyst and Reporting Office, use graphs, infographics and other methods to visualize data
- Create presentations and reports based on recommendations and finding.

### **Person's Specification**

- Minimum of a Bachelor degree in either Economics, Business Studies/Management, Social Studies Research, or related field.
- A Post Graduate Masters would be a bonus.

## 2. Data Analyst and Reporting Officer

### **Job Specification**

- Responsible for the creation of detailed data analysis and the maintenance of the university management information systems.
- Take the lead role in analyzing and reporting on Online Unit Evaluations across DWU Madang, POM, Rabaul and Wewak campuses. Input data accurately and efficiently
- Take the lead role in analyzing and reporting on Graduate Tracer Studies across DWU Madang, POM, Rabaul and Wewak campuses. Input data accurately and efficiently.
- Determine and provide the need for and arrange provision, analysis and evaluation of other university data and detailed reports /information
- Work with the Director Quality Assurance to write, design and produce reports illustrating trends in university data.
- Liaise with, Campus Vice Presidents, Deans of Faculty, Heads of Department and Senior Managers in producing information to raise student achievement and inform whole university and individual student targets.

### **Person's Specification**

- Minimum of a Bachelor degree in either Mathematics and Computer Sciences, Information Communication Technology, or related field.
- A postgraduate Master qualification would be a bonus.

All applications should come with a cover Letter, CV and copies of educational qualification documents addressed to:

The HRM Office  
Divine Word University  
Po Box 483, Madang  
Telephone: (675)422 2937  
Email: [hmr@dwu.ac.pg](mailto:hmr@dwu.ac.pg)  
Email: [hmrmdwu2022@gmail.com](mailto:hmrmdwu2022@gmail.com)

Note- Only Shortlisted applicants will be notified for interviews

**Applications Closing Date: 31<sup>st</sup> January 2023**

An Authentic  
model for  
National Unity

"Open to all  
regardless of  
race, religion,  
gender or  
physical  
disability"

"The language  
that all people  
understand is  
that of love"



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