

JOB DESCRIPTION:

Position:	Ambulance Driver
Employer:	Pacific Adventist University
Location:	14 Mile Sogeri Rd, Port Moresby, NCD, Papua New Guinea
created:	26th May, 2025

Position Summary:

PREAMBLE:

Pacific Adventist University (PAU) is owned and operated by the South Pacific Division of the Seventh-day Adventist Church. The institution is accredited to the Adventist Accreditation Association, an international denominational authority for all tertiary and graduate educational programs and institutions owned by the Seventh-day Adventist Church entities. The main campus is located on the pristine Koiari Park, 14 miles outside Port Moresby, the capital of Papua New Guinea. The institution was established in 1984. Since then, it has grown from a college of 20 students, to a university of over 1000 students from across the Pacific.

PAU VISION / MISSION / VALUES:

Every employee working at Pacific Adventist University commits him/herself to uphold, promote and foster the University's Vision, Mission and Values:

"Our Vision is to be the best provider of quality Christian education in the Pacific Islands"

"Our Mission is to prepare graduates who are equipped and willing to serve their Community, their Country, their Church and their God."

"We value our Christian Heritage, aspire to the highest ethical standards, respect cultural, ethnic and gender differences, and expect quality and professionalism in everything we do.

The Role of the Ambulance Driver:

The Ambulance Driver is required to perform the following 'Core Responsibilities' and 'Specific Responsibilities' as a teaching staff at the Pacific Adventist University.

Core Responsibilities

1. Respond promptly to emergency calls and transport patients safely to Clinic/hospital.
2. Assist in lifting, moving, and securing patients on stretchers
3. Provide basic first aid and support Nursing Officers
4. Assess scene safety and provide situation reports medical teams
5. Communicate effectively with hospital and other emergency services.
6. Ensure the ambulance is clean, fuelled, and stocked with necessary medical supplies
7. perform routine checks and minor maintenance on the vehicle
8. Maintain accurate records of trips, patient information, and incidents.
9. Report any vehicle issues or incidents encountered during duty.
10. Adhere to road safety laws, health protocols, and organizational policies.
11. Maintain a valid driver's license and first aid certification.

Specific Responsibilities:

1. Deliver learning experiences for students in a variety of settings which may include lectures, seminars, tutorials, practical/laboratory classes, demonstrations, workshops, field excursions, and clinical sessions.
2. Prepare/organise teaching/learning materials such as subject outlines, lecture notes, laboratory manuals, and audio-visual/multimedia aids.
3. Contribute to the ongoing development and quality assurance of subjects and courses.
4. Prepare, administer, and mark assessment instruments/tasks in accordance with the procedures outlined in subject outlines and in accordance with university policies and procedures.
5. Develop and maintain professional competence by participation in scholarly and professional activities such as research and publication, attendance/participation at academic conferences, membership of professional associations, networks with other academics, artistic exhibitions, musical performances, consultancies etc.
6. Attend convocation, graduation, staff meetings, and professional development activities; serve on university committees as requested; promote the University; and be conversant with, and follow, University policies and procedures.
7. Participate in School activities as requested by the Dean of School. This may include activities outside of normal class hours.
8. Meet deadlines relating to the submission of subject outlines, examinations, grades and other essential matters as requested.

9. Provide appropriate counsel and guidance to students, commensurate with the lecturer's expertise.
10. Participate in selected activities relating to the spiritual, cultural and/or recreational life of students on campus that reflect the lecturer's interests and/or expertise.
11. Promote ethical behaviour and Christian growth in both professional and extracurricular involvement with students and colleagues.
12. Maintain positive interpersonal relationships with teaching colleagues and other University staff.
13. Extend the influence of the University by involvement in the wider community.

Qualification, Knowledge and Skills

Lecturers may be required to teach both at the undergraduate and postgraduate levels, and to supervise honours and/or post graduate research projects.

Lecturers may be required to teach both at undergraduate and postgraduate levels, and to supervise Honors and/or postgraduate research projects.

Lecturers may carry greater responsibilities than associate lecturers in subject and course development and co-ordination, and in other administrative functions.

Lecturers will normally be expected to take a more prominent role in scholarship, research and/or professional activities than associate lecturers.

1. A doctoral or master's qualification appropriate to the relevant discipline area or equivalent accreditation and standing; and
2. A record of research/creative works or professional activity relevant to the discipline area, which demonstrates a capacity to make an autonomous contribution
3. The capacity to undertake teaching autonomously at a high standard is essential.
4. Demonstrated ability to work effectively in a cross-cultural environment.
5. Demonstrated commitment to Jesus Christ and the mission of the Seventh-day Adventist Church.

Key Performance Indicators:

1. Timely delivery of competent, innovative teaching.
2. Meet deadlines relating to submission of academic material such as subject outlines, examinations, and grades.
3. Contribute to the ongoing development of subjects and courses.
4. Continue professional development and scholarly/professional activity of a high standard – including research.
5. Be punctual and reliable at all times.
6. Contribute to the pastoral care of students.
7. Maintain positive interpersonal relationships with colleagues and other professionals.
8. Actively support and promotion the philosophy, mission, objectives and values of the University.
9. Consistently reflect the mission and values of the Seventh-day Adventist Church.

