



PNG Institute of Medical Research Admin & Logistics Officer

PNGIMR is a state statutory organization tasked with conducting medical research into the primary health problems facing the people of Papua New Guinea. It produces research of international quality that attracts global attention and funding from a wide variety of international agencies.

The Institute is currently seeking an **Admin & Logistics Officer** to support research activity in locations across the country. Preference will be given to candidates who meet the following criteria:

- Tertiary level qualification, preferably in Business/Management
- Work experience in procurement, logistics, custom agencies for clearance,
- Work experience with IRC for Duty Exemption, Transport Companies for cartages, with Courier Services for consignments, with shipping companies for sea freight
- Work experience in housing/building related matters, housing inspection, housing negotiation
- Work experience in transport logistics, coordination and monitoring of IMR's fleet of vehicles
- Well developed written and verbal communication skills

The position will be offered on a fixed-term contract and is based in Goroka, EHP. A salary commensurate with experience and qualifications will be offered. Accommodation is not a condition of employment. Local applicants are encouraged to apply

For further details please contact: The Human Resource Manager on Tel. 532 2800. For more information about PNGIMR, visit <http://www.pngimr.org.pg>

Please apply in writing, clearly stating the position of interest, to:

Human Resource Officer
PNG Institute of Medical Research
P O Box 60, Goroka EHP 441
By COB: Friday, 27 January 2012