



PNG Institute of Medical Research

The PNGIMR is a 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 variety of international agencies.

The Institute's Corporate Services Unit has the following vacancies to be filled at its head office in Goroka, Eastern Highlands Province.

1. Human Resources Manager

Reporting to the Deputy Director Corporate Services the position is responsible for overseeing all aspects of human resources management, policies and practices to support the vision and strategic goals of PNGIMR.

Key responsibilities include:

- Develop, implement and report on progress of HR strategies and initiatives aligned with PNGIMR Corporate and Strategic plans.
- Provide HR reports and technical advice as required for monitoring, decision-making and budgeting.
- Oversee the employment process including position design, recruitment and selection, contracting, on-boarding, salary and benefits, performance management, and contract renewal, expiry, dismissal or retirement.
- Address management and employee demands, grievances and other issues in a timely and transparent manner, including managing disciplinary processes.
- Enabling continuous staff development through overseeing the development and implementation of a training plan.
- Provide supportive leadership and foster high performance among those reporting to the HRM and be a productive member of PNGIMR's management team.
- Ensures PNGIMR complies with the relevant legislations and Acts in all its HR practices.

The successful candidate must have a minimum of tertiary qualification in Organisational Psychology, Human Resource Management, Business Management or a related field; Post-graduate qualification would be an advantage; experience in a similar role in either a private or a public sector organisation at the middle to senior management level; and well versed with the Public Service General Orders, Public Service Management Act, Employment Laws of PNG and other relevant legislations. People oriented, results driven, and have passion to innovate, drive change, and introduce new HR initiatives.

2. Executive Officer

Reporting to the Director, this position is responsible for providing executive administrative support to the Director, Deputy Directors and the PNGIMR Council.

Key responsibilities include:

- Provide executive assistance to the Director and Deputy Directors including managing appointments and commitments.
- Provide executive administrative assistance to the PNGIMR Council, including scheduling meeting, communicating regarding the agenda, collecting and circulating papers and preparing minutes and action items.
- Manage a central electronic document management system.
- Perform the role of Buttressing Coalition secretariat, including organising meetings and communication with members, submitting reports and taking and distributing minutes under the oversight of the Director.

The successful candidate must have a diploma or tertiary qualification in management or a related field; excellent communication skills; experience in organising and taking minutes for meetings and maintaining accurate records; and proficient in the use of video conferencing and other collaborations tools such as Zoom, MS Teams and Google Docs.

Copies of the job descriptions are available on our website: <https://www.pngimr.org.pg>. Competitive salary & benefits will be offered to the successful candidates based upon qualifications and experience. Please forward your application with an updated CV and 3 current referees to:

The Recruitment Team

PNG Institute of Medical Research

PO Box 60, Goroka EHP 441

Email: recruitment@pngimr.org.pg

Application closes on Tuesday 30th of November 2021. Only shortlisted candidates will be contacted. If you did not hear from us, please consider your application as unsuccessful.