



Job Description

Title	Project Manager
Department	Population Health and Demography Unit
Project	Malaria Control project funded by Global Fund
Post Responsible for:	Line management responsibility for Finance & Admin staff
Post Reporting To:	Senior Research Fellow (SRF)
Position location:	Office-based Goroka (occasional travel)

Scope of Position (Short paragraph describing the main aspects of the role)

Under general direction, To perform senior level and experienced professional work in research project management. This appointee is responsible for planning, managing, and coordinating a variety of research activities of the Malaria Control project under the supervision of the SRF; work involves coordinating project management unit (PMU) to support research activities, maintain workflows, develop and implement strategies that will ensure compliance, consistency, and accountability in all assigned research activities. The appointee will also interact with internal staff, Principal Recipient (PR), and other relevant stakeholders, and requires good judgment and decision making which directly affects all aspects of the projects and related funding.

Position Requirements (List of main responsibilities and the outcomes/standards required)

Key Responsibilities:

- Day-to-day oversight and management of project management unit to support various research activities.
- Scheduling and facilitating research team meetings and conference calls. Preparing status reports for key stakeholders. Depending on project needs, reports may include information about project timelines, status of deliverables, and/or resources requirements.
- Manages the project budgeting and reporting related to admin and finance.
- Assuring project teams meet deadlines and maintaining an ongoing working relationship with research team, internal staff, and project stakeholders.
- Works collaboratively with Rotary Against Malaria team to ensure alignment with PNGIMR policies, plans and strategies and the effective delivery of research activities of the Malaria Control project.
- Represent PNGIMR and Malaria Control Project in management meetings by stakeholders.

Essential Requirements:

- Degree in relevant discipline of project management or demonstrated an extensive work experience in health program management 3+ years' experience in a similar role, preferably in the Health Research Sector.
- Sound knowledge of health program implementation and an understanding of the PNG Government systems.
- Ability to work independently and with limited supervision with well-demonstrated team skills and excellent written and verbal communication skills.
- Strong ability to plan and manage demanding workload and to work with minimal supervision.
- Ability to plan and meet deadlines.
- Able to supervise work of junior staff, delegating effectively.
- Strong ability to both work as a member of and effectively and proactively lead teams.