



PNG Institute of Medical Research (PNGIMR)

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.

These vacancies become available within the Malaria Control Project “National Malaria Control Programme Evaluation and Operational Research 2021 to 2023” funded by The Global Fund. The project is to understand the impact of malaria control activities and dynamics of malaria epidemiology across PNG, and inform the Health Department about these findings.

1. Project Manager

This appointee is responsible for planning, managing, and coordinating a variety of research activities of the Malaria Control project under the supervision of the Senior Research Fellow (SRF). The 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.

Key responsibilities include:

- Day-to-day oversight and management of PMU 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 administration 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.

The successful candidate must have a Degree in relevant discipline of project management or related field, and demonstrated an extensive work experience in health program management; sound knowledge of health program implementation in 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; and strong ability to both work as a member of and effectively and proactively lead teams.

2. Senior Scientific Officer

The appointee will ensure the successful implementation of project activities and meet all the deadlines required by the funders. This is a technically challenging role that will require the appointee to draw upon a wide range of knowledge and understanding on health survey research on a day-to-day basis.

Key responsibilities include:

- Undertake the implementation of various research activities of Malaria Control project and ensure the successful delivery of such activities under the supervision of SRF.
- Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, gaining and maintaining appropriate local research ethics approval and reporting according to research governance guidelines, organization of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.
- Supervise the works of Scientific Officers and Research Assistants and provide trainings to staffs.
- Contribute/Assist SRF with data analysis, interpretation, reporting, and paper writing.
- Establishes and maintains close links with NDoH, Provincial Health Authorities, Global Fund and other stakeholders.
- Establishes excellent and collaborative relationships with internal and external stakeholders.
- Works with the SRF and other partners on monitoring and reporting against budgets, targets and performance indicator.
- Participate and contribute in relevant technical working meetings.

The successful candidate must have a Master's Degree or equivalent in Public Health, professional qualifications and experience in quantitative health research; able to organise research activities to deadline and quality standards; demonstrated data collection and quantitative analysis skills; commitment to good research ethics, capacity development; 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; able to contribute to the management and administrative processes; work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development.

Full copy of the job description is 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:

Human Resource Manager

PNG Institute of Medical Research

PO Box 60, Goroka EHP 441

Email: recruitment@pngimr.org.pg

Application closes on Friday, 17th of December 2021. Only shortlisted candidates will be contacted.