



## Papua New Guinea Institute of Medical Research

### JOB VACANCY

Papua New Guinea Institute of Medical Research (PNGIMR) is a statutory agency whose primary aim is to undertake Health Research into the major health problems affecting the people of PNG. Its Headquarter is in Goroka, Eastern Highlands Province, with other established branches throughout PNG.

The Institute's Corporate Affairs and Support Services Unit is now seeking to recruit a suitably qualified Human Resources Officer to be based at its head office.

#### Position: Human Resources Officer

Reporting to the Human Resources Manager, the successful candidate will be responsible for assisting in managing generic human resource functions of the institute. The key responsibilities include the following:

- Plan and coordinate recruitment in consultation with line managers and the HR Manager.
- Liaise with line managers and supervisors, and facilitate annual staff performance appraisals.
- Track and monitor all staff contractual status and ensure appropriate and timely actions are taken.
- Regularly update and maintain the Human Resources database with updated personnel information.
- Provide briefing and orientation to all new employees.
- Provide accurate and effective advice to line departments and employees on all HR matters.
- Promptly attend to all staff queries, issues and requests.

#### ***Essential Job Requirements:***

- Undergraduate degree in HR related field from a recognized university.
- Have 1 – 2 years experience in a similar role in public or private sector organization.
- Member of the PNG Human Resource Institute.
- Understanding of the Public Service Management Act and Public Service General Orders.
- Excellent communication skills – verbal and written.
- People oriented person and attention to details.
- Recent graduates are encouraged to apply.

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This position will be offered on a fixed term contract with option for renewal depending on performance. Competitive salary will be offered based on experience and qualification of the successful candidate.

Your application must include a cover letter, copies of certificates and names and contact details of three current referees. Forward your application to:

Human Resources Manager  
PNGIMR, P O Box 60, GOROKA, EHP, 441, Papua New Guinea,  
Email to: [recruitment@pngimr.org.pg](mailto:recruitment@pngimr.org.pg)

Application closes on the **Tuesday 31<sup>st</sup> of May 2022**

**'Only short listed applicants will be contacted. If you do not hear from us, then consider your application as unsuccessful'**