



## **Papua New Guinea Institute of Medical Research**

### **POSITION VACANCY**

The PNG Institute of Medical Research (PNGIMR) is a statutory authority of the Government of Papua New Guinea. Its mission is to conduct research into the major health problems affecting the people of PNG.

The Institute is seeking to recruit a highly motivated, experienced and qualified person for the vacant position of **Deputy Director – Corporate Affairs and Support Services**.

The PNGIMR invites applications for the above position at the Head Office in Goroka, Eastern Highlands Province. This Senior Executive Management role works alongside the Deputy Director – Science to provide the necessary support and assistance to the Director in leading the Institute.

Reporting to the Director, the key responsibilities of the position include:

#### **Operations Management**

Responsible for leading and driving improvements to strengthen a culture of teamwork and performance in the Corporate Affairs and Support Services Division which will result in timely and high-quality client-focused services to the institute's research units and sites, donors and other stakeholders.

#### **Compliance and Accountability**

Responsible for ensuring that the institute complies with its legal obligations and has a high standard of accountability.

#### **Strategic Leadership**

Responsible for setting and achieving organisational strengthening goals and oversee new development, review and implementation of institute's policies, and corporate and strategic plans.

#### **Selection Criteria**

- Qualification in Public Administration, Business Administration, Finance, Human Resources or a related field. Post graduate qualifications desirable.
- A minimum of 10 years experience, including in senior management roles.
- Excellent interpersonal skills with a record of successfully managing organisational change.
- Very strong verbal and written communication skills
- Demonstrated integrity, maturity and clean reputation.

#### **Desirable criteria**

- Experience in negotiating and managing contracts including grants.

- Proficient in the use of Microsoft Office applications and experience with electronic financial and human resource software.
- Membership in accounting or HR professional bodies.
- Strong knowledge of the legal and regulatory framework for statutory bodies in PNG.

### **Remuneration and Benefits**

Competitive contract salary with allowances, plus 25% gratuity paid annually, medical, life and travel insurance cover. Motor vehicle and housing is provided for this position.

A copy of the position description is available on our website: [www.pngimr.org.pg](http://www.pngimr.org.pg). Only applicants who fulfil the above requirements can apply. Please send written applications, detailing your relevant experience in management and the names and contact details of three (3) current referees to the;

The Director  
PNG Institute of Medical Research  
P.O. Box 60  
GOROKA, 441  
Eastern Highlands Province  
Email: [recruitment@pngimr.org.pg](mailto:recruitment@pngimr.org.pg)

**Application closes on the COB, Thursday 30<sup>th</sup> June 2022.**