



PNG INSTITUTE OF MEDICAL RESEARCH

The PNG Institute of Medical Research (PNGIMR) is a Statutory Authority of the Government of Papua New Guinea. Its mission is to address the major health problems of PNG and support the development of health services through internationally recognised public health and medical research.

The Institute's Corporate Affairs and Support Services Unit is now seeking to recruit the following vacant position to be based at the institute's head office in Goroka, EHP.

MULTIMEDIA & COMMUNICATION OFFICER

This position is responsible for the design and production of communication products for internal and external audiences. The successful candidate will work closely with the Communications Officer to ensure that the Institute's website, publications, social media channels and presentations are well-designed and effective.

Job requirements:

- A degree/diploma in graphic design and communications or up to 3 years working in a similar role
- Demonstrated expertise in the use of design and editing software for publications, photography, video and websites
- Experience in maintaining social media accounts
- Strong photography skills, experience in producing short videos would be an advantage
- Flexible and innovative designer, willing to learn new skills
- Reliable and thorough worker who will put in the hours to get the job done
- Ability to work with limited supervision as a member of the Media/Communication Team
- Excellent interpersonal skills and a willingness to assist other Institute staff members on publications and presentations

Applicants for this position are encouraged to include a portfolio of their design work. The portfolio can be sent as attachments or links.

This position will be offered on a fixed term contract with option for renewal depending on performance.-Salaries commensurate with experience and qualification

Accommodation is not a 'Condition of Employment'

Applicants will be required to provide a police clearance at some stage in the recruitment process

Only applicants who fulfil the above requirements can apply. Informal enquiries can be directed to: recruitment@pngimr.org.pg. Applications must include a cover letter describing how you meet the selection criteria, a cv listing qualifications and previous employment, copies of certificates and names and contact details of three referees. Include examples of your design work as an attachment or link. Applications should be delivered to the Human Resource Manager, PNGIMR, P O Box 60, GOROKA, EHP, 441, Papua New Guinea or emailed to: recruitment@pngimr.org.pg no later than 15 June 2022. Early applications are encouraged and will be assessed as they arrive.

Only short-listed applicants will be contacted. Previous applicants need not apply.