



Job Description

Revised – May 2022

Title	Deputy Director – Corporate Affairs and Support Services
Position	Deputy Director – Corporate Affairs and Support Services
Job Grade	
Department	Corporate Affairs and Support Services
Location	Goroka
Reports to	Director
Supervises	Administrative and support departments and sites

Scope of Position

Papua New Guinea Institute of Medical Research was established under an Act of Parliament in 1968 for the public purpose of conducting research to improve the health of Papua New Guineans. The institute has an annual budget of approximately K20million and 350 employees based in five sites across the country. PNGIMR headquarters and core administrative departments are in Goroka.

The Deputy Director Corporate Affairs and Support Services (CASS) is responsible for the effective and efficient delivery of administrative and support services within budget and in line with the 2021-2025 Corporate Plan vision of PNGIMR as a centre of excellence in public health and medical research. He or she will lead the CASS division, comprising Finance, Human Resource, IT, Transport, Buildings, Occupational Health and Safety and Laboratory Management, Library and Archiving, and Media Communication. Through his or her leadership, administrative and support teams will deliver high quality services that comply with institute policies, Government of Papua New Guinea laws and regulations and requirements of external donors. The Deputy Director will provide the Council, Director and management with strategic and technical advice on policies, planning and continuous improvement of operations of the institute, including the goal of achieving financial sustainability.

Position Requirements:

Operations Management

The Deputy Director CASS is responsible for leading and driving improvements to strengthen a culture of teamwork and performance in the CASS Division which will result in timely and high-quality client-focused services to the institute's research units and sites, donors and other stakeholders.

Specific duties include:

- Lead the development, implementation, monitoring and evaluating performance of CASS department work plans.

- Hold meetings and implement other strategies for information exchange and effective communication within and between internal departments and sites.
- Provide leadership, direction and support to Finance department to forecast, manage and report against the institute's overall budget in accordance with institute policies, including finance controls to ensure on-budget expenditure and timely and accurate reporting.
- Provide leadership, direction and support to the Human Resource department in relations to staff recruitment, contracting and induction, award of salaries and benefits, performance appraisals, capacity development and disciplinary action.
- Oversee the management of assets, including the purchase, maintenance and disposal of land, buildings, site services, and equipment.

Compliance and Accountability

The Deputy Director CASS is responsible for ensuring that the institute complies with its legal obligations and has a high standard of accountability.

Specific duties include:

- Provide leadership and direction in assessing, mitigating and managing risk including complying with institute policies and best practice guidelines for insurance, occupational health and safety, security, child protection and workplace gender equity.
- Maintain an effective knowledge of relevant legislation and regulations that affect the institute, and oversee the legal responsibility of the organization in respect of but not limited to the following
 - Leases
 - Land titles
 - Contracts and agreements
 - Dispute resolution process
- Provide technical and strategic advice to the Director and Deputy Director Science in the negotiation of contracts and grants and be responsible for their execution and reporting.
- Be responsible for the maintenance of corporate and administrative records.

Strategic Leadership

The Deputy Director CASS, as a member of the senior executive team, is responsible for organisational strengthening.

Specific duties include:

- Oversee the development, review and implementation of institute policies.
- With the Director and Deputy Director Science, be responsible for monitoring, evaluating and reporting to Council progress on the 2021-2025 Corporate Plan, and take the lead to adapt strategies and inputs of CASS departments to achieve the goals.

- Undertake duties of Director as delegated, including representing the institute in dialogue with external parties.

Expected outcomes

The Deputy Director CASS is expected to lead the CASS Division to achieve the outcomes specified in the 2021-2025 PNGIMR Corporate Plan.

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.

Qualifications and Essential Requirements

<i>Essential criteria</i>	
1.	Graduate qualification in Finance, Business Administration, Public Administration, Human Resource Management or related field or equivalent in work experience including evidence of leadership in the management field.
2.	Minimum of 10 years experience in a senior management role, preferably Finance or Human Resources, with evidence of increasing levels of responsibility.
3.	Excellent interpersonal skills with a record of successfully managing organisational change.
4.	Very strong verbal and written communications skills.
5.	Demonstrated integrity, maturity and clean reputation.
<i>Desirable criteria</i>	
6.	Relevant postgraduate qualification
7.	Membership in a relevant professional body.
8.	Experience in negotiating and managing contracts, including grants.
9.	Proficient in the use of Microsoft Office applications and experience with electronic financial and human resource software.
10.	Strong knowledge of the legal and regulatory framework for statutory bodies in PNG.