



## PNG INSTITUTE OF MEDICAL RESEARCH

### Building and Maintenance Project Manager

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 health problems affecting Papua New Guineans and support the development of PNG health service delivery in the country.

The Institute is now seeking to recruit a Building and Maintenance Project Manager to be based in Madang Office. This Position will oversee the condition of PNGIMR buildings and site services by making regular assessments and routine maintenance schedules, investigating complaints and incidences, overseeing work teams to ensure work is conducted on time and to a high quality and resolving any issues or delays. Reporting to the Infrastructure Manager, this role will be responsible for ensuring that buildings and maintenance jobs meet PNG Building Act and Regulation and Health and Safety standards.

#### Job requirements:

##### Buildings and maintenance

- Develop buildings maintenance schedules and procedures for PNGIMR property
- Organise and oversee the schedules and work of PNGIMR tradesmen and labours and contractors and casual workers hired for maintenance and small building work
- Ensure maintenance and minor building work is done correctly, on schedule and on budget
- Assist with developing repair and maintenance budgets
- Source supplies as required
- Provide or source training for staff as required.

##### Project management of medium to large construction work

- Plan all phases of the construction including preparing detailed scopes of work and work plans on how to achieve each stage of the building or maintenance project and over.
- Provide advice to management on compliance with relevant legislation, regulations, codes and buildings standards that apply to the Institute and its projects.
- Communicate regularly with PNGIMR management, the teams affected by the project and the contractors and other stakeholders during the design and construction phases

#### Qualifications and Essential Requirements

- Degree or Diploma in Building and Architect with at least five years work experience as a building supervisor, construction manager, building contractor or construction project manager
- Demonstrated knowledge of all areas of construction
- Proficient in using Microsoft office or similar software
- Evidence of good communication skills
- Experience in managing work teams to complete jobs on time and to a high standard
- Experience in using project management software

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

Suitable qualified and experienced candidates can apply by forwarding their Letter of Interest, Updated CV and other necessary supporting documents to:

The Recruitment Team  
P O Box 60, GOROKA, EHP, 441, Papua New Guinea,  
Email to: [recruitment@pngimr.org.pg](mailto:recruitment@pngimr.org.pg)

Application closes on **Friday 25<sup>th</sup> of November 2022**

**'Only Short Listed Applicants will be contacted'**