



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

### **POSITION VACANCIES**

The PNGIMR is a statutory organization tasked with conducting medical research into the primary health problems facing the people of Papua New Guinea. It produces research of international quality that attracts global attention and funding from a variety of international agencies. A new position, PAVE Project Coordinator, has become available within the Institute's Vector Borne Disease Unit (VBDU). This position will be based at the PNGIMR Gordon's office in Port Moresby.

### **PAVE PROJECT COORDINATOR**

This position will be based at the PNGIMR Gordon's office in Port Moresby, but will work closely with the 4 study sites. The successful applicant will work under the direct supervision of the Country Study Team Lead and study PIs and will be involved in the day-to-day administrative activities of the central PAVE study team in Port Moresby. The appointee will work closely with the PAVE study team, staff members of selected facilities. The appointee will receive support from the Partnership Management Unit, namely the Project Manager and Project Partnership Manager.

#### **The key responsibilities include:**

##### **• PROJECT MANAGEMENT**

- Assist in liaising with provincial focal points to arrange and support site visits in collaboration with Project Management Unit, PAVE project staff and local health authorities.
- Act as the primary point of communication for Provincial Health Authority, Study sites, Other relevant Team members
- Support in the coordination of project staff contracts or renewal of contracts.
- Assist with dissemination of project reports to stakeholders and public health decision makers.
- Assist in the organisation of project workshops and meetings.
- Support the financial management of the PAVE project and facilitate budgets & acquittals in a timely manner.
- Assist with the monitoring of budget and expenditure and financial reports of project activities. E.g. Acquittals
- Ensure that funding is utilized in accordance with IMR policies and procedures and within the agreed terms set by the funding body.
- Follow and maintain SOP for various study coordination activities for the project with support from project management unit
- Ensure study activities and coordination practices comply with privacy regulations and ethical requirements and commitments

##### **• SITE COORDINATION**

- Facilitate the capacity of study sites to operate
- Coordinate the administrative needs of the study sites e.g. agreements, finances, procurement, shipping, etc.
- Act as the primary point of communication for administrative issues at study sites
- At times - daily communication with Study staff at facilities to identify, record and respond to data collection problems and troubleshoot issues with the support of the POM-based PAVE Data Manager.
- Assist with data query resolution.
- Coordinate supplies to study sites and manage stock management systems to ensure study sites are full stocked.
- Assist field administrative officers with monitoring of temperature logs to ensure biosensor stocks and assets remain in good condition.

**Essential Requirement:**

- Qualification in Health Management / project management, or relevant equivalent in management/administration
- Experience in or with project coordination roles
- Possess effective communication, leadership and problem-solving skills
- Able to adapt to changes
- Computer literate (Microsoft Office (Word, Excel, PowerPoint), Gmail, etc)
- Able to work under minimal supervision
- Able to undertake duty travel if required
- Previous experience in project management or research activities (**desirable**)

Copy of the position description for the positions and the job requirements can be obtained from the recruitment team..

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Suitably qualified and experienced candidates can apply by forwarding their CV and the necessary 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 the **Friday 14 of April 2023**

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