



Job Description

Title	Project Manager
Position	Project Manager
Department	Vector-Borne Disease Unit
Reporting To	Project Principal Investigators

Scope of Position (Short paragraph describing the main aspects of the role)

This position is responsible for planning, managing & coordinating the proposed research activities under the supervision of the project investigators and Deputy Director of Science.

Position Requirements (List of main responsibilities and the outcomes/standards required)

Key Responsibility Areas	
1	Partnership brokering <ul style="list-style-type: none"> • Provision of high-quality partnership brokering support to all partners • Foster active collaboration between partners • Promote the partnerships agreed principles
2	Secretariat <ul style="list-style-type: none"> • Provision of high-quality Secretariat services to partners • Facilitation and support to project and other meetings
3	Project Implementation <ul style="list-style-type: none"> • Maintain overall responsibility for delivery of the project and project activities. • Effective, efficient and ethical management, monitoring and evaluation of activities • Lead the development of Work plans and Budget • Ensure close and effective communication with Project Principal Investigators • Provide regular monthly updates to contractor on status of the Project • Ensure adequate stocks of all consumables are available to research teams • Ensure proper storage of all hard copies of research documents

4	Leadership	<ul style="list-style-type: none"> • Effective management of Project staff and research activities • Coordinate timely and cost-effective management, administrative, financial, procurement, logistics and security support to partners
5	Relationships	<ul style="list-style-type: none"> • Develop and maintain strong and productive relationships with study participants, communities, partners and stakeholders. • Participate in capacity strengthening activities for partnership brokering
6	Reporting (Project & Finance Reporting)	<ul style="list-style-type: none"> • Provide all required report to the highest standard of quality, in accordance with all requirements and in a timely fashion. • Work closely with the Project Financial Officer and Manager to ensure financial reports are updated and submitted in a timely manner.
7	Other	<ul style="list-style-type: none"> • Integrate and promote principles of gender equity and social inclusion in all aspects of this role including in program design, implementation and evaluation. • Other duties as required by IMR

Essential Requirements:

- Bachelor’s Degree in Health Management or similar
- Minimum 2-5 years of experience as a project manager or similar role
- Ability to communicate effectively with others
- Excellent ability to speak, write and understand English and Tok Pisin
- Ability to work independently and with limited supervision
- Applicant must be based in Port Moresby