



Papua New Guinea Institute of Medical Research

JOB VACANCY: TRANSPORT SUPERVISOR

The Papua New Guinea Institute of Medical Research (PNGIMR) is a statutory arm of the Government of Papua New Guinea whose prime aim is to undertake Health Research services into the major health problems affecting the people of PNG.

The Institute's Infrastructure & Assets Unit is seeking to recruit a suitable qualified candidate to immediately fill in the position of Transport Supervisor to be based at the institute's HQ in Goroka, EHP. Reporting to the Infrastructure & Asset Manager.

Key Responsibilities

- Supervise maintenance and repair of all IMR vehicles in Goroka
- Coordinate all appropriate registrations, insurances of vehicles and licencing are current.
- Manage and verify issue and renewal of all driver licenses in PNGIMR, Goroka.
- Develop or maintaining a record management system for all IMR vehicles.
- Management of light vehicle workshop.
- Provide Training and Development for transport staff.
- Providing a regular Progress Report to Section Manager.
- Report all major and minor accidents to Deputy Director CASS and Director.
- Other duties as required by management

Job requirements:

- Grade 10 or above
- TVET Certificate/Diploma would be an advantage
- Driver's License Class 6
- Must have a minimum of 5 years' experience
- Sound knowledge of vehicle regulations, laws and reporting requirements
- Sound knowledge in motor vehicle parts
- Must be able to follow safety protocols
- Excellent communication skills and can interact with colleagues at all levels
- Flexible to work during weekends.

Applications must include a cover letter, copies of certificates and a resume that includes the name and contact details of three referees. Applications should be delivered to:

The Recruitment Team, PNGIMR, P O Box 60, GOROKA, EHP, 441, Papua New Guinea or email to recruitment@pngimr.org.pg before **Monday 31st of May, 2023**.

'Only short-listed applicants will be contacted for an interview'