

## JOB DESCRIPTION

### Role Summary

The Project Manager New Nets Project will be employed at PNGIMR. The role is focused on managing and coordinating the entire project in terms of staff, finance and data management. The successful candidate will work closely together with PhD-level senior scientific staff, graduate-level scientific research officers and technicians to achieve the aims of the project.

The role will involve operational and logistical coordination of PNGIMR field teams, staff attendance records, impeccable financial record keeping, procurement tasks and other managerial tasks. The successful candidate will be expected to maintain an overview over all aspects of the project and ensure all project needs are met.

### Reporting and supervision:

This position will report to a senior entomologist supervisor in Madang, the laboratory head of the entomology laboratory and the head of the PNGIMR vector-borne diseases unit. The senior entomologist supervisor at PNGIMR will provide supervision on a daily basis including tasking and attendance to work.

### Key Responsibilities

1.	Proactively lead ongoing project planning and coordination meetings, compile and follow through on actions from these meetings. Delegate actions efficiently to members of the team.
2.	Independently maintain and update detailed and high-quality project records and coordinate staff and internal resources. This includes audit-ready financial documentation, staff records, procurement records, scientific project data and stakeholder reports.
3.	Manage project progress and adapt processes as required. Efficiently remove bottlenecks that impede progress. Be aware of project deadlines and ensure that they are met.
4.	Work collaboratively to support laboratory and field to teams to meet the project goals. Establish and maintain communication between all project staff. Ensure that all required information and resources are available to all project staff at all times. Communicate with and update line managers as per agreed upon schedule. Immediately notify line managers of any unforeseen developments.
5.	Be able to support ALL parts of the project in any capacity as directed by line managers including: <ul style="list-style-type: none"><li>• assistance with in-field work</li><li>• preparation of scientific reports and presentations and read related scientific literature as instructed</li><li>• present at stakeholder meetings</li><li>• organise vehicle maintenance</li><li>• support travel planning</li><li>• manage procurement</li></ul>
6.	Comply with all IMR's policies at all times (travel policy, OHS policy, etc.)
7.	Ensure good work relationship between team members. Record and report KPIs for team members (e.g., attendance)
8.	Other duties as and when required

### Key performance indicators

Good performance by the person in this post will result in the following outcomes:

- Efficient project-wide task coordination and delegation; clear communication about every member's role and task.
- Audit-quality project records are available at any time and upon request.
- An efficient project management environment is enabled.
- Factors impeding project progress are removed in a timely manner.
- Project deadlines are met.
- Project Manager able to fill any gap in project team structure.
- Punctuality and attendance of the PM is exemplary.
- Compliance of PM with IMR policy is essential.
- PM ensures and records compliance of project staff with PNGIMR policy.

**Essential and desirable criteria:**

- Tertiary qualification in Public Health and/or Project Management or related (essential)
- Team player and can work independently (essential)
- Flexible and self-disciplined (essential)
- Current Police Clearance and Medical Report (essential)
- Previous experience in managing research projects or other health-related projects (desirable)
- Previous experience of managing staff/teams in corporate or public sector (desirable)
- Financial accounting experience (desirable)
- Madang-based applicants will be preferred but all applicants will be considered (desirable)

**Core qualities:**

- Excellent communication skills and ability to work effectively and collaboratively with others,
- Honest, hardworking with strong integrity and accountability in all aspects of designated role,
- Willingness to engage in further training,
- Commitment to duties and willingness to take on extra duties as required.

**Salary and Benefits:**

- Salary & benefits will be based on PNGIMR National structures and will be negotiated with preferred candidate.