



PAPUA NEW GUINEA INSTITUTE OF MEDICAL RESEARCH

Position Vacancy: Project Manager

The PNG Institute of Medical Research is a statutory authority of the Government of Papua New Guinea. Its mission is to conduct research into the major health problems of PNG and support the development of health services. The Institute currently has a position vacancy and is calling for suitably qualified and experienced applicants to fill immediately.

Our Entomology Laboratory is seeking to recruit an experienced and highly competent individual capable to manage a complex research project with multiple objectives and several field teams. The project will investigate usage and impact of insecticide treated nets for malaria prevention. The position will be based in the research facilities at Gum and Yagaum, Madang Province, and field work may require travel to study sites both within Madang other Provinces in PNG.

Key Responsibilities:

- Managing and coordinating the entire project in terms of staff, finance and data management
- 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.
- 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.
- 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.

Knowledge, Skills and Experience:

- Tertiary qualification in Public Health and/or Project Management or related (essential)
- Team player and can work independently (essential)
- Flexible and self-disciplined (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)
- 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

For more information download Job Description on www.pngimr.org.pg

Send your application cover letter, CV, updated police clearance, medical report and supporting documents to:

Recruitment Team

PNG Institute of Medical Research

Homate Street, Goroka. Address: PO Box 60, Goroka, Eastern Highlands Province.

Email: recruitment@pngimr.org.pg or john.vase@pngimr.org.pg

Approved by Director Professor William Pomat

Application closes on Friday 1 September 2023.

Only shortlisted candidates will be contacted for interview.

