



Papua New Guinea Institute of Medical Research

JOB VACANCY: IT MANAGER

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. With national and international partners, the Institute conducts world-class research in the biological and social sciences.

The Institute's Corporate Affairs and Support Services division is seeking to recruit an experienced and purpose-driven candidate to immediately fill the position of **IT Manager** based at the institute's head office in Goroka, EHP. This is an exciting opportunity for the candidate to demonstrate his/her IT management, technical and analytical skills by provide direct reports to the Deputy Director of Corporate Affairs & Support Services and work collaboratively with other administrative and research staff.

PNGIMR has approximately 400 employees and is steadily growing. About half of the staff are located at the Goroka headquarters, which has servers, FortiGate firewall, wireless access points. A similar system, with a VPN link to Goroka, is functioning in the second largest site in Madang. Other sites have employed a range of systems.

As the IT Manager you will be responsible for overseeing our Microsoft-based network infrastructure and ensuring it is finely tuned to meet the specific needs of our research teams and administrative services.

You will lead an IT team and collaborate closely with researchers to provide seamless access to data and tools critical for their work. Your expertise in cybersecurity will be essential in safeguarding our research and administrative data, and your leadership will be instrumental in fostering a culture of IT excellence across the organization.

Key Responsibilities but are not limited to:

- **Network Optimization and availability:** Enhance and maintain our Microsoft-based network infrastructure to support research and administrative activities efficiently. Promptly address problems and other issues.
- **Team Leadership:** Lead and mentor the IT team, ensuring a high level of performance and professionalism.
- **Researcher Collaboration:** Collaborate with research teams to understand their IT needs and provide tailored solutions.
- **Cybersecurity:** Implement robust cybersecurity measures to protect the Institute's data and intellectual property.
- **Project Management:** Oversee IT projects related to research support and ensure timely completion.
- **Vendor Relations:** Manage relationships with technology vendors to access cutting-edge solutions.
- **Training and Awareness:** Provide training and promote IT awareness among researchers and IMR staff.

- Continuous Improvement: Stay updated with IT trends and best practices to enhance IT support.
- Set up and manage back up/archive system for the whole of IMR

Job Requirements and Attributes:

- Bachelor in Computer Science, IT or related field from a recognized tertiary institution
- A minimum of 5 years' supervisor experience working in similar role
- Experience in managing IT systems in a Microsoft environment
- Strong experience on managing IT projects, infrastructure and systems
- Knowledge on IT best practice, standards and emerging IT trends
- Excellent management and leadership skills with the ability to communicate verbally and in writing with staff and stakeholders at all levels
- Ability to meet deadlines with a high level of attention to detail and accuracy
- Experience with a range of internet and communications platforms and PNG telecommunication suppliers.
- Demonstrated integrity and maturity.

Full Job Description can be downloaded from link www.pngimr.org.pg or contacting HR team Woods Gigmai via woods.gigmai@pngimr.org.pg

The position is offered on a fixed term contract with options for renewal depending on performance. This position attracts Accommodation, DMA and 25% Gratuity of the Base Salary. Applicants will be required to provide a police clearance at some stage in the recruitment process.

Applications must include a cover letter describing how the applicant meets the job requirements, an updated resume, copies of certificates, updated police and medical certificates, and contact details of three professional 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

Application must be submitted before **Friday 29th of September, 2023.**

“PNGIMR is an Equal Opportunity Employer and comply with Child Protection Policy”

‘Only short-listed applicants will be contacted for an interview’