



Papua New Guinea Institute of Medical Research

JOB VACANCY

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 public and medical health research into the major health problems affecting the people of PNG. The Institute has other established branches within the country with its headquarter in Goroka, Eastern Highlands Province.

The Institute's Corporate Affairs and Support Services Unit is now seeking to recruit a suitably qualified professional to fill this vacancy.

Human Resource Officer

Based at its headquarter, the successful candidate will be responsible for assisting in managing generic human resource functions of the institute and will be reporting directly to the Human Resource Manager. The key responsibilities include the following;

- Involve in all human resource functions and practices of the organization in collaboration with the HR Team including: employment of staff, appraisals, leave management, disciplinary actions, salary negotiations, general staff welfare.
- Management of employment practices – (recruitment, job descriptions, contracts, salary negotiations, etc).
- Coordinate recruitment (end to end recruitment process) from advertising, selection process, short listing, coordinating interviews, reference checking and pre-medical checks if necessary.
- Development of job descriptions, salary negotiation and develop initial contracts for new employees.
- Providing briefing and orientation on general human resource matters to new staff.
- Liaise with payroll staff in maintaining registers and files for employee leave schedules, verifying, processing and reporting employees leave and travel and preparing other HR documents.
- Develop and maintaining a human resource record keeping system, by keeping proper records and appropriate data on personal files of staff and update records regularly.
- Provide accurate and effective advice to line departments and employees on all HR matters, consistent with organization policies and procedures, industrial agreements and Government Legislations

Knowledge, Skills and Abilities

- Bachelors' degree in HR related field from a recognized university.
- Experience in similar role with at least 2 years of experience in public or private sector.
- Member of the PNGHRI..
- Possess basic knowledge of PNG Public Service Management Act 1995, Public Service General Orders, Industrial, Labor & Employment Laws
- Possess an understanding of relevant PNG HR legislation, policies and procedures
- Computer skills including the ability to operate spreadsheets and word processing programs at a proficient level.

- Excellent communication skills
- Be a team player and willing to learn new skills
- High attention to detail

This position will be offered on a fixed term contract with options for renewal depending on performance. Salaries and benefits offered will commensurate with experience and qualification.

Only applicants who fulfil the above requirements can apply. Application must include a cover letter, updated CV copies of medical clearance, updated police clearance, other certificates and three contactable referees and addressed to:

Recruitment Team

PNG Institute of Medical Research

P O Box 60,

GOROKA, EHP, 441, Papua New Guinea,

Email your application to: recruitment@pngimr.org.pg

Submit your application before 23rd February 2024.

PNGIMR is an equal opportunity employer and encouraged female candidates to apply.

‘Only short-listed applicants will be contacted’