



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 Vector Borne Diseases Unit (VBDU) under PNGIMR in recent years has utilized collaboration approaches by which allows the Unit to leverage resources across VBD Projects. This is crucial as it enables PNGIMR to generate data that not only achieves project objectives but more importantly provides quality and holistic data that guides decision making for PNG.

The Unit is now seeking to recruit a suitably qualified professional to fill in the position vacancy to be based at Port Moresby, National Capital District.

Sentinel Site Clinical Field Coordinator

The successful candidate will be responsible for playing a pivotal role in providing overall oversight and coordination of clinical/field activities and will be reporting directly to the Head of VBDU. The key responsibilities include the following;

Site Operations & Coordination

- Provide clinical supervision to the field team
- Follow and maintain SOP for various sentinel site coordination activities
- Facilitate clinical trainings and supervision and provide clinical care to patients when required
- Act as the primary point of communication for clinical/field related situations at the sentinel sites
- Assist in supporting surveillance monitoring activities
- Support to position interviews and oversight
- Conduct QA and analysis on data generated.
- Maintain regular communication with sentinel site clinicians to identify, record and respond to data collection problems and troubleshoot issues (with the support of Surveillance Team)

Research & Data Management

- Maintain a regular check in on data from the sites and liaise with the data officer to communicate with sentinel sites and laboratory staff at Mol Hub to clarify, confirm and ultimately ensure adequacy, accuracy and legitimacy of data
- Conduct research data cleaning, analysis, reporting and report writing
- Contribute to publishing research work in appropriate peer reviewed journals when required
- Leading with other technical officers with dissemination of surveillance data reports to stakeholders and public health decision makers
- Work closely with STRIVE Data Officer and Epidemiologist to coordinate data dissemination to

Trilateral and STRIVE Projects based on Projects objectives

Partnership

- Establish and maintain strong working relationship between the research team and the participating facility staff, relevant health stakeholders including the provincial health authority and the community at large
- Monitor and flag any relationship risks situation to Project Partnership Manager.
- Provide monthly updates on the Sentinel site WhatsApp groups
- Maintain regular and effective communications with the study investigators with updates of the research activities

Knowledge, Skills and Abilities

- Registered with PNG Medical Board
- Experience in or with project coordination roles
- Possess effective communication, leadership and problem-solving skills
- Computer literate (Microsoft Office -Word, Excel, PowerPoint, Gmail, etc.)
- Able to work under minimal supervision
- Able to undertake duty travel
- Ability to work effectively and collaboratively with others
- Honest, hardworking with strong integrity and accountability in all aspects of designated role
- Commitment to duties and willingness to learn and take on extra duties as required

Desirable criteria:

- Previous experience in medical research activities
- Qualification in Health Extension Officer

This position will be offered on a fixed term contract with options for renewal depending on performance. Salaries 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 31st January 2024.

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

‘Only short-listed applicants will be contacted’