



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 Population Health & Demography Unit under PNGIMR in recent years has utilized collaboration approaches by which allows the Unit to leverage resources across the 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**.

Project Partnership Officer (CHESS Plus/DSP Project)

The successful candidate will provide administrative and management support to the project management team and to ensure documentations of project related activities are up to date. He/she will work under the direct supervision of the project manager.

Key responsibilities include:

- Coordinating the implementation of proposed research activities.
- Providing high-quality partnership brokering support to all stakeholders involved in the work.
- Coordinating timely and cost-effective management, administrative, financial, procurement, logistics and security support to all research partners involved.
- Participate in DSP/CHESS Plus report writing and producing other project documents.
- Establish and maintain strong working relationship between the research team and the participating facility staff, relevant health stakeholders including the stakeholders and the community at large
- Monitor and flag any relationship risks situation to Project Partnership Manager.
- Maintain regular and effective communications with the study investigators with updates of the research activities

Knowledge, Skills and Abilities

- 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:

- Bachelor's degree in Health Management or similar
 - Minimum 3 years work experience in similar role
 - Has interest in conducting research
 - Previous experience in medical research activities
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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 5345,

Port Moresby, NCD, Papua New Guinea,

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

Hand deliver at PNGIMR Office at Section 71, Lot 11, Henao Drive Gordons, NCD.

Submit your application before 15th March 2024.

PNGIMR is an equal opportunity employer and comply with Child Safeguarding Policy.

‘Only short-listed applicants will be contacted’