



## **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 **Kokopo, East New Britain Province..**

### **Site Scientific Officer (CHESS Plus/DSP Project)**

**The successful candidate will work alongside the Site coordinator in East New Britain Province to coordinate and supervise planned research activities in the Surveillance sites as directed by the study investigators. He/she will work under the direct supervision of the site coordinator.**

#### **Key Responsibilities**

- Support the site coordinator to coordinate and implement CHESS Plus research activities.
- Provide site specific technical support in the development and testing of data collection tools and processes.
- Provide supervision to the data collection staff in field.
- Day-to-day monitoring of the various research activities.
- Build and maintain collaboration with various community stakeholders.
- Involve in site data management, specifically conducting quality checked before submitting data to head office.
- Maintain regular and effective communications with the study investigators with updates of the research activities

#### **Knowledge, Skills and Abilities**

- Bachelor's degree in relevant field (Health Management, Arts, Social Sciences)
- Minimum 3 years work experience in similar role
- Has interest in conducting research
- Has good written and spoken English and Tok Pisin
- Excellent reporting skills
- 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
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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](mailto:recruitment@pngimr.org.pg) OR

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

**Submit your application before 15<sup>th</sup> March 2024.**

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

**‘Only short-listed applicants will be contacted’**