



Papua New Guinea Institute of Medical Research

JOB VACANCY: BUILDING & MAINTENANCE SUPERVISOR

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.

The Institute is now seeking to recruit a Building and Maintenance Supervisor to be based in Madang and oversee the condition of PNGIMR buildings and site services by making regular assessments and routine maintenance schedules, investigating complaints and incidences, overseeing work teams to ensure work is conducted on time and to a high quality and resolving any issues or delays. Reporting to the Infrastructure Manager, this role will ensure that building and maintenance jobs meet PNG Building Act and Regulation and Health and Safety standards.

Primary Responsibilities:

Buildings and maintenance

- Develop buildings maintenance schedules and procedures for PNGIMR property
- Organize and oversee the schedules and work of PNGIMR tradesmen, labors and contractors and casual workers hired for maintenance and small building works
- Ensure maintenance and minor building work is done correctly, on schedule and on budget
 - Assist with developing repair and maintenance budgets
 - Source supplies as required
- Provide or source training for staff as required.

Project management of medium to large construction work

- Plan all phases of the construction including preparing detailed scopes of work and work plans on how to achieve each stage of the building or maintenance project and over.
- Provide advice to management on compliance with relevant legislation, regulations, codes and buildings standards that apply to the Institute and its projects.
- Communicate regularly with PNGIMR management, the teams affected by the project and the contractors and other stakeholders during the design and construct phases

Qualifications and Essential Requirements

- Degree or Diploma in Building and Architect with at least five years' work experience as a building supervisor, construction manager, building contractor or construction project manager
- Demonstrated knowledge of all areas of construction
- Proficient in using Microsoft office or similar software
- Evidence of good communication skills
- Experience in managing work teams to complete jobs on time and to a high standard
- Experience in using project management software

Terms and Conditions

This position will be offered on a fixed term contract with option for renewal depending on performance.

Salaries and benefits will commensurate with experience and qualification.

Applications must include a cover letter, copies of certificates and an updated resume that includes the name and contact details of three referees. Applications should be delivered to:

The Recruitment Team
PNGIMR, P O Box 60,
GOROKA, EHP, 441,
Email to recruitment@pngimr.org.pg

Application must be submitted before **Friday 14 June, 2024.**

Approved by: Ms Daphne Tion
Deputy Director- CASS

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

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