



PAPUA NEW GUINEA INSTITUTE OF MEDICAL RESEARCH

POSITION VACANCY: TRANSPORT SUPERVISOR

The PNG Institute of Medical Research is a statutory authority of the Government of Papua New Guinea. Its mission is to conduct research into the major health problems of PNG and support the development of health services.

We are seeking to recruit an experienced and highly competent individual who will be responsible for the overall management and coordination of our fleets. The positions will be based in Goroka, EHP, and report to Infrastructure Manager in the Corporate Affairs & Support Services division.

Key Responsibilities:

- Supervise maintenance and repair of all IMR vehicles in Goroka.
- Coordinate all appropriate registrations, insurances of vehicles and licencing are current.
- Develop or maintaining a record management system for all IMR vehicles.
- Monitoring use of motor vehicles using GSP tracking
- Supervising Goroka drivers and the mechanic
- Management of light vehicle workshop.
- Provide training and development for transport staff.
- Review and appraise Drivers.
- Conduct regular meetings such as staff meeting and safety briefing
- Report all major and minor accidents to Unit Manager.

Knowledge, Skills and Experience:

- Grade 10 or above
- TVET Certificate/Diploma would be an advantage
- Valid Driver's License Class 6
- Must have a minimum of 5 years' experience in supervisory level
- Sound knowledge of vehicle regulations, laws and reporting requirements
- Sound knowledge in motor vehicle parts
- Experience in safety protocols
- Excellent communication skills and can interact with colleagues at all levels
- Flexible to work during weekends.

For more information download Job Description on www.pngimr.org.pg

Send your application cover letter, CV, updated police clearance, medical report and supporting documents to:

Recruitment Team

PNG Institute of Medical Research

PO Box 60, Goroka, Eastern Highlands Province.

Email: recruitment@pngimr.org.pg,

"PNGIMR is an equal opportunity employer and comply with child safeguarding".

Application closes on 30 June 2024.

Approved by: Deputy Director-CASS

Ms. Daphne Tion

Only shortlisted candidates will be contacted for interview.