



Position Description

Research Division
Research Programs

Position:	Research Officer	
Position Type:	Contract	
Salary Range:	R1	
Location and Position No:	RD/XX	NR-RD-041 To NR-RD-048
Reporting Relationship:	Reports to Program Leader/Senior Research Fellow	
Subordinates:	NIL	
Job Description		
Position Summary <ul style="list-style-type: none">• PNG NRI Research Officer is expected to initiate, facilitate and organize conferences, workshops, seminars and training programs. The officer is expected to conduct training and review writings by their colleagues and provide administrative assistance to Senior Research Fellows and Program Leaders		
Key Outcomes <ul style="list-style-type: none">• Produce a minimum 12 – 18 publications credit points per year (refer to Researcher Productivity Guideline);• Achieve a minimum 5 – 8 engagement and advocacy credit points per year (refer to Researcher Productivity Guideline).		
Key Responsibilities <ul style="list-style-type: none">• Undertake either applied or theoretical research by conceptualizing, designing, and undertaking a research or a consultancy project, and disseminate the output.• Produce research outputs stemming from research work, including Monographs, Research Reports, Discussion Papers, Issues Papers, Spotlights and Blog Articles.• Publish papers in refereed journals both local and international, publish conference papers and seminar presentations• Actively participate in the internal PNG NRI Research Seminar Series, including presenting at least one paper annually.• Provide administrative support for Senior research fellows and program leaders during PNG NRI conferences, seminars and events Research Program's requirements• Other duties as directed by the Program Leader.		
Technical Knowledge and Skills <ul style="list-style-type: none">• Advanced research skills in the Researcher's area of technical expertise.• Appropriate information and communications technology skills		

**Qualifications and Experience**

- Bachelor's Degree from a recognized university undergraduate program.
- Less than five years of work experience in research or academia;

Personal Attributes and Skills

- Professional personal presentation, including dress and personal conduct
- Clear understanding of work and research ethics
- Cultural awareness and sensitivity
- Flexibility and the capacity to work irregular hours
- Excellent communication skills (written and oral)
- Stakeholder management skills

Levels of Supervision

- NIL