



Position Description

Office of the Deputy Director Corporate Services
Senior Executive Management

Position:	Deputy Director, Corporate Services	
Position Type:	Contract	
Salary Range:	NR14	
Location and Position No:	Port Moresby, PNG NRI	NR-EX-003
Reporting Relationship:	Reports to the Director	
Direct Subordinates:	1. Corporate Services Division a. Executive Support Manager b. Finance Manager, c. HR Manager, d. Grounds & Facilities Manager, e. Commercial Services Manager, 2. Knowledge Management Division a. IMS Manager,	

Job Description

Position Summary

- This management role reports to the Director and is a member of the Committee of Council, the Senior Executives Management Committee (SEMC).
- The Deputy Director, leads, directs, and manages the Corporate Services Division (Finance, HR, Executive Support Services, Grounds & Facilities, and Commercial Services), and the Knowledge Management Division (Information Management Systems) in providing efficient and effective support services to the Research Division and projects in accordance with required legislative and statutory requirements.

Key Outcomes

- Coordinate planning, implementation and operation of all Research Pillar and Programs work plans.
- Coordinate planning, implementation and contracting of NRI research and consulting services to outside entities, and of external services to NRI.
- Coordination and dissemination of research results and other related activities to shape the development of appropriate policies for Papua New Guinea's development.
- Represent the Director and the Institute as required in order to advance the strategic vision of NRI.
- Participate in monitoring and review of all Institute outputs and actively encourage high standards and quality of research and research products.
- Advise the Director in the development of policies and practices.
- Mobilize additional resources as needed for NRI priorities.
- Develop cooperative linkages with external stakeholders to advance the strategic vision of the Institute.

Key Responsibilities

- Critical performance indicators are identified, and specific measures established to enable and guide the Institute to plan, manage and/or prioritize strategic operational outcomes accordingly



- Key responsibilities of the CSD and KMD divisions are identified, objectives are aligned, and appropriate procedures are developed and implemented guide and direct compliance with current operational needs, standards and legislation.
- Organizational culture is created that will attract, develop, engage and retain talented employees, where people can realize their full potential
- Integrated governance and talent management framework is developed, implemented and institutionalized
- Key leadership development strategies are developed
- Performance management practices are instilled in driving high performance culture and accountability
- Institute budget is formulated, monitored and constraints adhered to
- Key clients and stakeholders are taken care off
- Staff utilized according to human resource objectives, policies and procedures.

Knowledge and Skills

- Team management
- Business leadership
- Project management skills, emphasis on research project management
- Demonstrated organizational leadership at strategic and operational levels in a complex organization.
- Demonstrated ability to articulate the big picture, combined with self-directed commitment to advance and achieve agreed outcomes
- Critical skills including analytical ability, creativity and innovation, teamwork, communication, negotiations, influencing and leadership skills
- The incumbent must have sound strategic and operational knowledge of a statutory organization or a research or academic institute in the areas of HR, finance, commercial services, communications, ICT and database management, executive support services to the Council and management, and also a sound understanding of research procedures from planning, execution, and outcomes.

Qualifications and Experience

- Minimum required qualification to perform this role is a relevant post-graduate qualification in Business Management and Finance
- The position requires a minimum of 5 years' experience in senior executive management level or 10 years in management at any level.

Personal Attributes and Skills

- No criminal record.
- Sober habits.
- Team worker.
- Good communication skills.
- Problem solving skills.
- Works ethically and with integrity.
- Demonstrates accuracy and thoroughness.
- Strives to increase productivity.

Levels of Supervision

- Very limited guidance will be available and the development or modification of procedures by the employee will be required in this high-level role. Performance will be measured against work plan and Institute objectives.



Declaration:

I confirm that I have read and fully understand the role of the Deputy Director, Corporate and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by executive management and the Council from time to time.

Sign:

Staff:

Date:

HRM:

Date: