



THE NATIONAL  
RESEARCH INSTITUTE  
PAPUANEWGUINEA

## POSITION VACANCIES

The Papua New Guinea National Research Institute (PNG NRI), seeks suitable candidates to fill the under mentioned position with highly motivated, purpose driven and result-oriented individual.

### Position

### Qualifications & Experience

#### DEPUTY DIRECTOR CORPORATE SERVICES

Position No.: NR-EX-003  
This position is an Executive Management Position on a 3-year renewable Contract reporting directly to the Director.

Salary Range is at **Grade NR14**

- Minimum required qualification to perform this role is a Masters degree in Accounting, Public Administration, Business Administration or Business Management, or Public Finance, or Human Resource Management, or Economics, or related fields.
- Minimum of 5-7 years' experience in senior executive management level or 10 years in middle-level management position relating to corporate services management.
- Membership of a professional accounting body such as a CPA is an added advantage.
- Vast experience in financial management, budgeting and administration management.
- Good track record of achieving results in a corporate or a non-profit environment.
- Well-versed with the Public Finance Management Act, Public Services (Management) Act, Public Procurement Act, and rules/laws and regulations relating to the management of public institutions, such as PNG NRI.
- Sound and operational knowledge of a statutory organisation or a research or academic institute in the areas of HR, finance, business, investment, communications, ICT and database management, and executive support.
- Evidence of success in developing policies, procedures, systems and processes to support a growth-oriented organisation.
- Vast experience in the management and supervision of human talents functions; and effective management of finance functions.
- Vast experience in monitoring and evaluation framework and performance management.

For eligibility criteria and position description, kindly visit: [www.pngnri.org](http://www.pngnri.org) or call the HR Section on **Tel: 326 0300/0061** or email [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org)

All applications must:

- Complete online application forms  
<https://forms.office.com/EmCNkhXCQA> or scan QR Code
- Police Clearance Report
- Medical Clearance Report
- Cover letter that explains how the applicant meets the requirement.
- Valid ID
- Curriculum vitae.
- Notarized copies of academic credentials.



Applications can be submitted at the reception at PNG NRI Waigani Campus, on the corner of Goro-Kaeaga Road and Waigani Drive, Port Moresby or by post to the Chairman, Staffing and Appointments Committee, National Research Institute, PO Box 5854, Boroko, NCD, Papua New Guinea, or by email to [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org)

Applications close: **4:06 pm, Thursday 30 November 2023**

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inform  
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Authorised by: **Dr Osborne Sanida - Director, PNG NRI**

Corner Goro-Kaeaga Road & Waigani Drive, Waigani, NCD | +675 326 0361 | [www.pngnri.org](http://www.pngnri.org)