



POSITION VACANCIES

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

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.

Base Salary Range is at K73,287.00 – K81,430.00 per annum.

Other allowances are also payable commensurate with qualification and experience.

- Minimum required qualification to perform this role is a Master's degree in Accounting, or Public Administration, or Business Administration, or Business Management, or Public Finance, or Human Resource Management, or Economics, or related fields.
- Minimum of 5 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 and rules/laws and regulations relating to the management of public institutions, including PNG NRI.
- Sound strategic and operational knowledge of a statutory organisation or a research or academic institute in the areas of HR, finance, commercial services, communications, ICT and database management, executive support services and a sound understanding of research procedures from planning, execution, and outcomes.
- 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 resources functions; and effective management of finance functions.
- Vast experience in monitoring and evaluation framework and performance management.

MANAGER - HUMAN RESOURCES

Position No.: NR-CD-005
This position is a middle level management position on a 3-year renewable contract reporting to the Deputy Director Corporate Services.

Base Salary Range is at K52,763.00 - K58,626.00 per annum.

Other allowances are also payable commensurate with qualification and experience.

- Minimum of Bachelor's degree in Human Resource Management, or Business Administration, or Public Administration, or Public Relations, or Industrial Relations, or Psychology, or related fields.
- Minimum of 5 years' experience in a human resources management or supervisory role.
- Membership of professional human resources body such as PNG Human Resources Institute (PNGHRI) or Australian Human Resources Institute (AHRI).
- Thorough knowledge and demonstrated experience of human resource management.
- Demonstrated ability to manage staff recruitment and welfare issues.
- Working knowledge of *Public Service Management Act and General Orders*.
- Familiarity with human resource best practices.
- Working knowledge of Hay Job Evaluation charts is an advantage.
- Ability to supervise, mentor and counsel staff.
- Demonstrated experience dealing with relevant Government departments.
- Working knowledge of relevant Human Resources Information Management Systems.
- Working knowledge of Microsoft Office suite of programs.
- Sound analytical and problem solving skills.
- Good organisational skills and attention to details.
- Strong ability to prioritise tasks and to delegate tasks to subordinates.

For eligibility criteria and job description, kindly visit: www.pngnri.org or call the HR Section on **Tel: 326 0300/0061** or email **PNGNRI_HR@pngnri.org**

All applications must;

- Complete online application form <https://forms.office.com/r/EmCNkhXCQA> or scan QR code
- Cover letter that explains how the applicant meets the requirements
- Curriculum Vitae
- Certified copies of Degree Certificates and Transcripts and Awards
- Police Clearance report
- Medical Clearance report
- Valid ID Card



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**

All applications close: 4:06 pm, Thursday 14 April 2022
Authorised by: **Dr Osborne Sanida - Director, PNG NRI**

inquire
inform
influence