



THE NATIONAL  
RESEARCH INSTITUTE  
PAPUA NEW GUINEA

# POSITION VACANCY

## Editorial Unit Leader

The country's leading Think Tank, the Papua New Guinea National Research Institute (PNG NRI), is seeking a highly motivated, purpose-driven and results-oriented individual to fill the position advertised.

### Qualifications and Relevant Experience required:

- Bachelor degree in English, Journalism, Linguistics, Literature, Communications, or a related discipline;
- Three to five years experience in a research/academic related editorial position;
- Working knowledge of editing software such as Microsoft Word and Adobe InDesign;
- PNG NRI publications are edited in accordance with the NRI Style Guidelines;
- External editing work is managed effectively and efficiently;
- Facilitate the effective functioning of the Research and Publications Management Committee, ensuring that workflows are accurately monitored and that committee decisions are recorded and accurately communicated;
- Edit and proof NRI reports and other materials to camera-ready copy, ensuring compliance with the NRI Style Guidelines.

For eligibility criteria and Job Description, kindly call the **HR Section on Tel: 326 0300/0061** or email [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org) for assistance.

- Applications must address the key requirements of the position descriptions.
- The application form must be submitted together with a cover letter, updated CV, certified certificates, and academic transcripts.
- All applications should be addressed to: PNG National Research Institute, P.O Box 5854, Boroko, NCD; Attention: Recruitment.
- Applications can be emailed to: [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org) or hand delivered at the Reception Area, Thomas Webster Research Building, PNG NRI Campus, Goro-Kaega Roundabout, Opposite Nature Park.

**Application closes at 4:06 pm on Friday 28 February 2020**

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

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