



## POSITION VACANCIES

The country's leading Think Tank, the Papua New Guinea National Research Institute, seeks to employ highly motivated, purpose driven and result-oriented individuals for the following:

Positions	Qualifications & Experience
<b>Senior Research Fellow</b> Property Sector Development Program, Research Division	<ul style="list-style-type: none"> <li>• PhD in Economics, Estate Management, Land Administration or other social sciences relevant to land economics and housing from a recognised university.</li> <li>• Five years' work experience in a research institute or university environment.</li> <li>• Ability to manage research projects which are commissioned through PNG NRI research pathways (commissioned studies).</li> <li>• Good knowledge of issues associated with housing in PNG or in other developing countries.</li> <li>• Ability to supervise, collaborate and manage research staff.</li> <li>• Ability to win bids for research funding.</li> <li>• Good track record of publications on issues associated with either land administration, housing and land use planning.</li> <li>• Ability to advocate for evidence-based public policy through policy discussions and debates.</li> </ul>
<b>Information Systems Manager</b> Knowledge Management Division	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Information Technology (IT), Systems Engineering, Enterprise Information Systems, Project Management or IT related field. (Master's Degree in a relevant field will be an advantage).</li> <li>• Five years' experience in a similar role for a Bachelor's Degree holder and three years' experience for a Master's Degree holder.</li> <li>• Innovative and ability to migrate past information to current systems.</li> <li>• Experienced with enterprise architecture, business processes management, business intelligence and IT governance.</li> <li>• Experience in developing budgets, managing expenditures, and delivering agreed upon results.</li> <li>• Substantial experience engaging technology users and groups across an organisation and with key external stakeholders on technology solutions development and execution.</li> <li>• Strong ability to supervise subordinates.</li> </ul>
<b>Communications Manager</b> Knowledge Management Division	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Communications, English, Journalism/Media Studies, Public Relations, and/or relevant related field. (Master's Degree in a relevant field is desirable).</li> <li>• Five years' experience in a similar role for a Bachelor's Degree holder and three years' experience for a Master's Degree holder.</li> <li>• Oversee the publication process within time bounds and professionalism.</li> <li>• Develop communication plans, and media and public relations activities, for PNG NRI's various research programs and projects.</li> <li>• Maintain PNG NRI's online presence on social media sites such as Facebook, LinkedIn, blogs and etc.</li> <li>• Mentor a team of Research Communications Specialists.</li> <li>• Maintain PNG NRI's branding on all collaterals and merchandise.</li> </ul>
<b>Chef</b> Corporate Services Division	<ul style="list-style-type: none"> <li>• Certificate IV or Diploma level in Culinary Arts or Catering or similar.</li> <li>• Two years minimum experience in leadership and running a coffee shop, cafeteria or kaibar.</li> <li>• Generate a healthy profit for Commercial Services.</li> <li>• Set up of the Coffee Shop to ensure it is suitable to receive customers. Set up kitchen with necessary equipment and utilities.</li> <li>• Manage relationships with distributors and resolve issues with vendors promptly.</li> <li>• Create &amp; develop marketing strategies.</li> </ul>
<b>Shop Assistant</b> Corporate Services Division	<ul style="list-style-type: none"> <li>• Attained Grade 12 or 10 education level.</li> <li>• Assist the Chef in maintaining service and cleanliness of the Coffee Shop.</li> <li>• Provide high quality customer service.</li> <li>• Ensure the smooth operation of the Coffee Shop on a daily basis.</li> <li>• Maintain coffee shop cleanliness and hygiene.</li> <li>• Greet and assist customers of the coffee shop.</li> </ul>

For eligibility criteria and Job 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) for assistance.

- Applications must address the key requirements of the position descriptions.
- The applications must be submitted together with a cover letter, updated CV, and certified copies of certificates, and academic transcripts. (Non-certified copies of documents will not be accepted).
- 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-Kaeaga Roundabout, Opposite Nature Park. **Applications will close at 4:06 pm on Friday 31<sup>st</sup> May 2019**

Authorised by: **Dr Osborne Sanida**

Director, PNG NRI

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