



**PAPUA NEW GUINEA
NATIONAL AGRICULTURAL RESEARCH INSTITUTE**

WE ARE HIRING

The National Agricultural Research Institute (NARI) is a statutory body established under the NARI Act (1996) under the Ministry of Agriculture. NARI is the leading statutory organisation, conducting and fostering development oriented applied scientific, technical and adaptive research in agriculture, natural resources management, food and nutrition in Papua New Guinea (PNG). NARI's Strategy Results Framework 2022-2031 recently launched by the Minister will guide its mandated functions to support the smallholder agriculture sector to improve food security, increase rural and national economic development and sustainable natural resource management in PNG. NARI is also responsible for providing scientific, analytical, diagnostic and advisory services to the Agriculture sector. These services are provided from: Momase Regional Centre located at Bubia outside Lae (Morobe), Aiyura (EHP), Tambul (WHP), Laloki (Central), Keravat (East New Britain) and Kilakila (NCD).

Applications are invited from suitably qualified and experienced persons for the following positions to be based at NARI Headquarters, Bubia, Lae:

1. Principal Monitoring and Evaluation Officer (Grade 9–10)

The Principal Monitoring and Evaluation Officer reports directly to the Office of Director General of NARI.

Key Duties and Responsibilities:

- Spearhead the development and implementation of Work Plans, Budgets and prepare timely reports for the unit.
- Responsible to effectively coordinate and Manage the Monitoring and Evaluation functions of the Institute.
- Develop and implement a robust Monitoring and Evaluation framework for NARI
- Periodically Monitor and Evaluate Performance of the Strategic Plans, Annual Work Plans and Projects
- Develop performance indicators for NARI including establishment and reviewing of monitoring and evaluation system;
- Mobilize resources for Monitoring and Evaluation programs
- Support research and innovations
- Collaborate with other departments and units in the delivery of monitoring and evaluation function
- Build capacity of staff in monitoring and evaluation
- Prepare statutory performance reports timely
- Supervise and appraise staff

- The other relevant areas of work will include technology and policy assessment, market and marketing systems studies, programme planning, prioritisation and research resource allocations.
- Perform any other official duties as may be assigned by the Director General

Requirements:

- A Bachelor's Degree (Honors) in Economics, Statistics, Natural Resource Management, or Social Sciences (with Economics and/or Social Administration) from a reputable institution.
- Master's Degree in Monitoring and Evaluation or in any of the above related field is a requirement.
- Minimum of five (5) years working experience in a related field of which 3 years should be at a managerial or senior supervisory level.
- Demonstrable experience of working well in teams within professional and organisational matters;
- Broad knowledge of agricultural commodity value chains
- Good leadership, management and interpersonal skills.
- Excellent planning, analytical and presentation skills.
- Excellent communication and reporting skills.
- Team building and organizational skills.
- Experience with data analysis software such as STATA, SPSS or similar packages

2. Principal Economist (NARI Salary Grade 9 – 10)

The position is based at the NARI HQ in Bubia and reports directly to the Program Director

Job Responsibilities:

- Develop and manage a portfolio of relevant research activities addressing social and socio-economic issues in agricultural development in PNG based on identified needs and priorities. This includes technical, economic and sector analysis that will guide and support both public and private sector investments in agriculture (agricultural policy).
- Conduct technical and economic feasibility studies on initiatives proposed for the strengthening and expansion of agricultural value chains, including mechanisation options, market centers, warehouses, cold and dry storage facilities, etc. (agro industry and agribusiness).
- Monitor and Evaluate economic impact of new technologies or government policies on the agriculture development,
- Plan and conduct surveys and research to assess the needs of stakeholders in agricultural development.
- Develop and implement plans to improve agricultural productivity and efficiency; Enhance skills in agribusiness and agripreneurship by providing appropriate technical content;

- Provides management and supervision of staff

Requirements:

- A minimum of a Master's degree in Agricultural Economics, Agribusiness / Agriculture, Agro-Industry or related field and at least five (5) years experience in research for development. Possession of a Doctorate degree (Ph.D.) will be an added advantage;
- Demonstrable experience of working well in teams within professional and organisational matters;
- Broad knowledge of agricultural commodity value chains,
- Excellent written and verbal communication skills in English
- Experience with data analysis software such as STATA, SPSS or similar packages

3. Internal Auditor (Grade 6-8)

This position is an integral part of good governance, transparency and accountability hence is required to prove high levels of independent accurate accounting and auditing reports to Executive Management. The Internal auditors are accounting professionals who provide organizations with guidance on financial accuracy, internal controls and regulatory compliance. The position requires the ability to provide comprehensive detailed internal audit of NARI physical and financial resources and transactions.

The position reports directly to the Office of the Director General.

Job Responsibilities:

- Plan and submit an annual audit program to the Director General for approval
- Carryout physical audit inspection on HQ and all program accounts and records
- Follow up to ascertain that appropriate action is taken on recorded audit findings
- Plan audit, examine and evaluate information, communicating results and follow up actions
- Establish and maintain complete permanent audit files
- Conduct an independent review of management control system and practice as a basis for identifying ways of improving effectiveness, efficiency and minimising financial risks.
- Assist senior management prevent, identify and correct ineffective, inefficiency and minimising financial risks.
- Help generate an awareness of effective control techniques and commitment to using them throughout the institute.

- Conduct audits of computer based systems and assess the proper utilization of its hardware and software. Assess the effectiveness of internal controls to ensure fraud free systems.
- Review and examine the established systems and procedures to ensure that the statutory requirements are complied with on a timely basis
- Perform any other official duties as may be assigned by the Director General

Requirements:

- A minimum of Degree in Accounting or related discipline from a recognised college or University.
- The incumbent must have had at least 7 to 8 years hands on general accounting back ground and internal auditing experience.
- Well vast with the Financial Management Act
- Demonstrable experience of managing and leading teams within professional and organisational matters;
- Excellent written and verbal communication skills in English

4. Public Relations officer (Grade 4 – 7)

The Public Relations Officer reports directly to the Office of Director General of NARI.

Job Responsibilities:

- Coordination and management of public relations activities in the Institute and in support of our Communications
- Professional and visible standard internal/external liaison and cooperation with all stakeholders
- Efficient promotion and implementation of corporate identity strategies/projects,
- Well organised and coordinated corporate and Institute exhibitions/ events locally and nationally,
- Internal and external events, meetings, etc. Organising experience,
- Effective and efficient media coverage, publishing, pamphlets, exhibitions, special events, information days etc, with balanced/positive return on investment,
- Effective management of frontline public relations, interpersonal and communication challenges,
- Proficient and prompt attendance to enquiries,
- Properly compiled and updated information directory,
- Effectively produced printed and electronic communication material (newsletters, reports, brochures, leaflets, banners etc),
- Professionally prepare speeches, articles, TV coverages, etc,
- Timeously drafting of media (company media statements, news etc.) releases to print, electronic/social networking (community) platforms etc.
- Properly and proactively manage, compile, update media contacts,
- Creativity and proficiency in all mainstream social media platforms,
- Verbal communication,

Requirement

1. Degree in Journalism and public relations
2. Experience in news reporting both print and electronic investigative journalism, electronic media news presentation
3. Extensive Executive Public Policy reading and writing
4. Critical and analytical bent of mind
5. Should be able to use logic and understanding on deciding upon the right public relations strategy
6. Excellent interpersonal skills – presentation skills, ability to prioritize and plan effectively; digital media skills, such as graphic design, video editing and blog administration
7. Other relevant experiences with international bodies.

General Information

NARI is an equal opportunity employer and does not allow discriminatory practices based on gender, ethnicity or health status. The Institute has general health insurance cover for all contract and permanent employees with life insurance covered by Workers Compensation Act. Accommodation is not a condition of employment but where possible NARI provides furnished accommodation at its HQ and Research Centres. Salaries and conditions are determined under the broad national Public Service Framework.

Applications should include a cover letter detailing your area of interest, a detailed CV, names and contact details of three referees and be addressed to:

The Director General
National Agricultural Research Institute,
P O Box 4415, LAE 411
Morobe Province
Papua New Guinea

Attention: Senior HR Officer

Email applications are preferred via Email: narijobs@nari.gov.pg or for further enquires contact Telephone (675) 430 3044 / 478 4000 / 7142 5973

Applications close on the 17th November 2023 at 5.00pm. Only Short-listed applicants will be contacted.