



NATIONAL AGRICULTURAL RESEARCH INSTITUTE

Head Office

Kana Aburu Haus, P O Box 4415, Lae, Morobe Province 411, Papua New Guinea
Telephone: (675) 430 0333/ 7606 1118 Web: www.nari.gov.pg

LOCAL ADVERTISEMENT

Repair & Maintenance Supervisors (x 4)

NARI is seeking to recruit suitable qualified Repair & Maintenance Supervisors (x4) for an immediate appointment at four (4) of NARI's Operating Centers in the following locations:

1. **SATRC – Head Office**, located in Lae, Morobe province
2. **Southern Regional Center**, located in Laloki, NCD
3. **Islands Regional Center**, located in Kerevat, ENBP
4. **Highlands Regional Center**, located in Aiyura, EHP

These four (4) positions are based in the above NARI locations and the ideal persons that we are seeking to appoint must possess appropriate technical skills and be of sober habits.

BASIC FUNCTIONS

- Supervise the day-to-day operations of the Repair & Maintenance Department.
- Evaluates facilities to determine scope of works that need to be performed.
- Ensures that work place safety is practised and maintained at all times.
- Carry out pre and post inspections as appropriate, ensuring work is clearly described and specified, materials, plant, tools and access equipment are available and multi-trade input is co-ordinated to provide a seamless end to end service.
- Assesses building systems to plan work assignments and project schedules.
- Develops maintenance schedules/programs.
- Ensures that maintenance work is done on time.

REQUIREMENTS

- ✓ Diploma in Building Technology or Civil Engineering from Tertiary Institutions such as Polytech or Unitech.
- ✓ Minimum of 3 years work experience and has completed projects valued over K500,000 within last 3 years.
- ✓ Must be computer literate and able to use MS Word, MS Excel and MS Outlook (emails)
- ✓ Must be medically fit and able to provide a police reference for last 6 months
- ✓ The ideal person for this position must possess good verbal and written communication skills and be presentable.
- ✓ Proven work experience as a Supervisor or a similar role.
- ✓ Must live locally,

Applications will close at COB **5.00pm on Friday, 26th July 2024**

Interested applicants who have the skills, knowledge and experience to fulfilling this role then please apply by email to narijobs@nari.gov.pg or to the postal address below. You can also hand deliver your application to the reception front desk NARI Head Office or at the NARI Regional centers in Laloki, Kerevat and Aiyura.

**Human Resources Manager
National Agricultural Research Institute
PO Box 4415, Lae 411, MP**

Note: Accommodation is not a condition of employment