

1. **Job Title:** Camp Manager
Location: Tabubil, Western Province, Papua New Guinea
Employment Type: Full-time (3-Year Contract)
Reports To: General Manager

Job Summary: The Camp Manager is responsible for overseeing the day-to-day operations of a remote or project-based camp facility. This role ensures the effective management of accommodations, catering, housekeeping, maintenance, health and safety, and overall welfare of personnel residing at the camp. The Camp Manager plays a critical role in ensuring that facilities are maintained to the highest standards and that residents are provided with a safe, clean, and comfortable environment.

Key Responsibilities:

- Manage all aspects of camp operations, including accommodation, catering, housekeeping, laundry, maintenance, and waste management.
- Supervise and coordinate the activities of camp staff, ensuring high levels of service and professionalism.
- Ensure compliance with health, safety, and environmental (HSE) standards and regulations.
- Monitor inventory and supply levels; coordinate procurement of food, equipment, and other camp necessities.
- Handle camp budgeting, cost control, and reporting.
- Conduct regular inspections of camp facilities to ensure hygiene, safety, and maintenance standards are met.
- Coordinate with external contractors and service providers when necessary.
- Manage emergency response and incident reporting procedures.
- Maintain accurate records, including staff schedules, maintenance logs, and health and safety reports.
- Foster a positive and respectful living and working environment for all camp residents

Qualifications & Experience:

- Proven experience as a Camp Manager or similar role in remote or industrial environments.
 - Strong leadership, organizational, and interpersonal skills.
 - Knowledge of facilities management, logistics, and basic maintenance procedures.
 - Familiarity with occupational health and safety regulations.
 - Ability to manage budgets and report on operations effectively.
 - Excellent problem-solving and decision-making abilities.
 - Proficiency in MS Office and camp management software (where applicable).
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Preferred:

- Experience in mining, oil & gas, construction, or remote project environments.
- Valid driver's license with the ability to drive a vehicle.
- Proficiency in both written and spoken English.
- Readily available for immediate deployment

2. **Job Title:** Logistics Manager
Location: Tabubil, Western Province, Papua New Guinea
Employment Type: Full-time (3-Year Contract)
Reports To: General Manager
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Job Summary: The Logistics Manager is responsible for planning, coordinating, and overseeing the efficient movement and storage of goods, equipment, and materials. This includes managing the entire supply chain process—from procurement and transport to warehousing and distribution—ensuring cost-effective and timely delivery while maintaining high standards of safety and compliance.

Key Responsibilities:

- Develop and implement logistics strategies and processes to optimize supply chain performance.
 - Coordinate transportation, shipping, and receiving operations to ensure timely and cost-efficient delivery.
 - Manage relationships with suppliers, freight forwarders, transport companies, and internal stakeholders.
 - Supervise logistics personnel and oversee daily activities, including planning routes, scheduling deliveries, and managing inventory.
 - Monitor, track, and report on key logistics metrics such as delivery performance, cost efficiency, and inventory accuracy.
 - Ensure compliance with health, safety, customs, and environmental regulations.
 - Maintain and update records of shipments, inventory levels, and logistics activities.
 - Manage the procurement and maintenance of vehicles, equipment, and logistics tools.
 - Identify areas for improvement and implement process enhancements and cost-saving initiatives.
 - Respond to logistics issues and emergencies quickly and efficiently.
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Qualifications & Experience:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or related field.
 - Minimum 5 years of experience in logistics, transportation, or supply chain roles.
 - Strong knowledge of logistics systems, supply chain procedures, and inventory management.
 - Excellent leadership, organizational, and communication skills.
 - Ability to handle multiple priorities and work under pressure.
 - Familiarity with local and international shipping regulations and compliance standards.
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Preferred:

- Industry-specific experience (e.g., mining, construction, oil & gas, manufacturing).
- Experience in remote site or project-based logistics operations.
- Valid driver's license with the ability to drive a vehicle.
- Proficiency in both written and spoken English.
- Readily available for immediate deployment

3. **Job Title:** Maintenance Manager – Light & Heavy Equipment
Location: Tabubil, Western Province, Papua New Guinea
Employment Type: Full-time (3-Year Contract)
Reports To: General Manager
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Job Summary: The Maintenance Manager is responsible for the effective management of maintenance operations for all light and heavy road construction and mining equipment. This role ensures optimal equipment availability, reliability, and safety by overseeing preventative and corrective maintenance programs. The Maintenance Manager leads a team of technicians and mechanics to minimize downtime, manage spare parts, and ensure compliance with safety and maintenance standards.

Key Responsibilities:

- Plan, coordinate, and oversee maintenance activities for a fleet of heavy and light machinery including graders, excavators, dump trucks, bulldozers, loaders, and support vehicles.
 - Develop and implement preventive and predictive maintenance programs to maximize equipment uptime.
 - Troubleshoot major mechanical and electrical issues; coordinate or lead complex repairs.
 - Supervise maintenance personnel, including mechanics, electricians, and workshop assistants.
 - Monitor maintenance costs, prepare budgets, and implement cost-saving initiatives.
 - Ensure compliance with health, safety, and environmental (HSE) standards across all maintenance operations.
 - Manage inventory of spare parts, tools, and consumables to avoid downtime due to shortages.
 - Maintain accurate maintenance records, service histories, and equipment usage logs.
 - Coordinate with operations and project teams to schedule maintenance with minimal disruption to work plans.
 - Oversee contractor or third-party repair and service agreements where applicable.
 - Provide technical guidance and training to the maintenance team to keep up with modern diagnostic tools and OEM standard
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Qualifications & Experience:

- Diploma or Degree in Mechanical Engineering, Automotive Engineering, or related technical field.
 - Minimum 5 years of experience in managing maintenance of heavy machinery and road construction equipment.
 - In-depth knowledge of hydraulic, mechanical, and electrical systems in construction and mining equipment.
 - Familiarity with OEM standards from manufacturers such as Caterpillar, Komatsu, Volvo, Hitachi, etc.
 - Strong leadership, planning, and problem-solving skills.
 - Experience in maintenance planning software (e.g., CMMS, SAP PM, or similar systems).
 - Strong knowledge of safety regulations and preventive maintenance principles.
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Preferred:

- Industry-specific experience (e.g., mining, construction, oil & gas, manufacturing).
 - Valid driver's license and ability to operate heavy equipment when needed for diagnostics.
 - Proficiency in both written and spoken English.
 - Readily available for immediate deployment
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4. **Job Title:** Office Manager
Location: Tabubil, Western Province, Papua New Guinea
Employment Type: Full-time (3-Year Contract)
Reports To: Group Finance Manager
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Job Summary: The Office Manager is responsible for ensuring the smooth and efficient operation of administrative and support services within a mining or mining contractor environment. This role involves managing office staff, handling logistics and documentation, coordinating with field operations, and maintaining compliance with industry-specific standards. The Office Manager plays a critical role in supporting site operations and ensuring effective communication between departments.

Key Responsibilities:

- Oversee daily office operations, including administration, clerical duties, procurement, and coordination with field teams.
 - Manage office budgets, expenditures, and petty cash; ensure proper financial documentation and reporting.
 - Supervise and support administrative staff, HR assistants, and logistics coordinators as required.
 - Ensure all office activities are compliant with company policies, mining regulations, and local labor laws.
 - Liaise with project and site teams to coordinate staff travel, accommodation, and mobilization.
 - Maintain records and databases for personnel, contracts, equipment logs, and operational reports.
 - Coordinate procurement of office supplies, safety gear, consumables, and site requisitions.
 - Ensure effective document control and archiving procedures for project and regulatory compliance.
 - Support onboarding and HR administration for site-based employees and contractors.
 - Organize meetings, prepare reports, and assist in project documentation and presentations.
 - Serve as a key point of contact for internal and external communications.
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Qualifications & Experience:

- Diploma or Degree in Business Administration, Management, or related field.
 - Minimum 3 years of office management experience, preferably in the mining or mining contracting industry.
 - Strong understanding of the operational and logistical requirements of remote project sites.
 - Experience with procurement, payroll coordination, and administrative compliance in an industrial setting.
 - Excellent organizational, interpersonal, and multitasking skills.
 - Proficient in Microsoft Office Suite
 - Strong communication skills with the ability to liaise effectively with site-based personnel, suppliers, and clients.
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Preferred:

- Prior experience working in remote or fly-in-fly-out (FIFO) mining operations.
- Familiarity with mining industry regulations, documentation, and HSE procedures.
- Knowledge of local procurement practices and contractor management.
- Valid driver's license with the ability to drive a vehicle.
- Proficiency in both written and spoken English.
- Readily available for immediate deployment

5. **Job Title:** Biomedical Sales & Service Engineer
Location: Port Moresby, Papua New Guinea
Employment Type: Full-time (3-Year Contract)
Reports To: CEO
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Job Summary: The Biomedical Sales & Service Engineer is responsible for the promotion, installation, servicing, and support of medical equipment across healthcare facilities. This role requires both technical expertise and customer engagement skills to ensure that clients receive the right medical solutions and ongoing technical support. The ideal candidate will be capable of managing equipment sales cycles, conducting product demonstrations, and performing after-sales technical service and training.

Key Responsibilities:

Sales & Client Support:

- Identify and engage prospective clients in the healthcare sector (hospitals, clinics, labs).
- Present, demonstrate, and promote medical equipment and solutions to end-users and decision-makers.
- Prepare and submit technical quotations, tenders, and product proposals.
- Provide product training and support to clients, ensuring optimal use and performance.
- Maintain strong relationships with existing clients and follow up to ensure satisfaction and continued business.

Technical Service & Support:

- Install, test, calibrate, and commission biomedical equipment at customer sites.
- Conduct preventive maintenance and perform troubleshooting and repairs as needed.
- Respond promptly to service requests and ensure minimal equipment downtime.
- Maintain service documentation, including logs, reports, and warranty claims.
- Coordinate with manufacturers and suppliers for parts, upgrades, or technical escalations.

Administrative & Reporting:

- Keep up-to-date service records, sales reports, and client contact logs.
 - Monitor inventory of spare parts, tools, and consumables.
 - Assist in product lifecycle updates and feedback reporting to management and vendors.
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Qualifications & Experience:

- Diploma or Degree in Biomedical Engineering, Electronics, or related technical field.
 - At least 5 years of experience in sales and/or technical support of medical or laboratory equipment.
 - Excellent communication and interpersonal skills.
 - Ability to understand and explain technical concepts to non-technical users.
 - Proficient in Microsoft Office and service documentation tools.
 - Willingness to travel locally and internationally as needed.
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Preferred:

- Experience in both public and private healthcare sectors.
- Familiarity with hospital procurement processes and tender documentation.
- Valid driver's license with the ability to drive a vehicle.
- Proficiency in both written and spoken English.
- Readily available for immediate deployment

6. **Job Title:** Management Accountant
Location: Port Moresby, Papua New Guinea
Employment Type: Full-time (3-Year Contract)
Reports To: Group Finance Manager
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Job Summary: The Management Accountant is responsible for providing accurate financial information and analysis to support strategic decision-making within the organization. This role focuses on budgeting, forecasting, financial reporting, cost control, and variance analysis to improve business performance and ensure sound financial management.

Key Responsibilities:

- Prepare and analyze monthly, quarterly, and annual management accounts and financial reports.
 - Develop, monitor, and manage budgets and forecasts in collaboration with department heads.
 - Perform variance analysis to explain deviations between actual results and budgets/forecasts.
 - Provide financial insights and recommendations to support business planning and operational decisions.
 - Manage cost accounting processes, including allocation of costs and overheads.
 - Assist in cash flow management and working capital optimization.
 - Support internal and external audits by preparing necessary schedules and reports.
 - Ensure compliance with accounting standards, company policies, and relevant regulations.
 - Participate in financial system implementations and improvements.
 - Liaise with other departments to collect relevant financial data and ensure accurate reporting.
 - Identify opportunities for cost savings and efficiency improvements
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Qualifications & Experience:

- Bachelor's degree in Accounting, Finance, or related field.
 - Professional accounting qualification (e.g., CPA, ACCA, CMA) preferred.
 - Minimum 5 years of experience in management accounting or financial analysis.
 - Strong knowledge of accounting principles and financial management practices.
 - Proficiency in accounting software (e.g., SAP, Oracle, QuickBooks) and Microsoft Excel.
 - Excellent analytical, problem-solving, and communication skills.
 - Ability to work independently and as part of a team.
 - Detail-oriented with strong organizational skills.
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Preferred:

- Familiarity with ERP systems and financial reporting tools.
- Experience working in a fast-paced or project-based environment.
- Proficiency in both written and spoken English.
- Readily available for immediate deployment