



Kokonas Industri Koporesen Position Description

Position Title	:	Team Leader – Milne Bay Research Station
Position Number	:	KIKRD.004
Division	:	Research & Development
Reports To	:	Manager - Productivity
Status	:	Permanent, Contract
Location	:	Milne Bay Research Station – Alotau
Approved By	:	KIK Board

1. Purpose

Team Leader is solely responsible for the Management and development work at Milne Bay Research Station, Punipuni and collaborate with the R&D team to implement all planned research programs and activities in Milne Bay Research Station.

2. Essential Duties

- (a) Collaborate with R&D team in developing and coordinating all research programs and activities and other development programs on the station.
- (b) In-charge of the station, in maintaining the workforce and upkeep of the station. The overall manager of the station, managing the work force and maintaining the day-to-day upkeep of the station.
- (c) In-charge of all employees (permanent/casuals) on the station including their families, accommodation, and welfare.
- (d) Conduct weekly meetings of section heads to provide monthly reports on all programs carried out on the station.
- (e) Prepares quarterly briefs and reports to the Manager - Productivity.
- (f) Prepares annual budgets and controls recurrent expenses within approved budget for the Station.
- (g) Other duties as assigned by Manager – Productivity and other senior officers from time to time.

3. Supervisory Responsibilities

Manages four senior scientists who are responsible for different sections within the station as well as other support staff and casuals who are engaged in maintaining the station.

Responsibilities include recommending staff hiring; training; assisting in appraising performance of staff; rewarding and disciplining staff under your care; and addressing complaints from staff and clients and resolving disputes and/or problems.

4. Knowledge, Skills and Experience

A Master's degree in either Agriculture Studies/Science or Agriculture Research or its equivalent from a recognised university is required. Should have at least five (5) years related work experience in the coconut industry or a related commodity industry.

In addition, the following are also essential for the position:

- (a) Experience at the senior executive management level is desirous.
- (b) Should understand the major coconut research, development and extension issues confronting the coconut industry in PNG.
- (c) Good interpersonal skills, particularly persuasive negotiating ability, are especially important.
- (d) Excellent communication, writing and editing skills are also necessary.