

Stock and Inventory Management Support Mentor

Port Moresby General Hospital, Papua New Guinea

Assignment title	Stock and Inventory Management Support Mentor		
Partner organisation	Port Moresby General Hospital		
Location	Papua New Guinea	Port Moresby, National Capital District	
Type of assignment	In-country Assignment		
Duration of assignment	9 months		
Assignment phases	Phase 1	Mode In-Country	Duration 9 months
Proposed start date	1 November 2026		
Website	Not available		
Australian organisation:	No AO linked		

ABOUT THE PARTNER ORGANISATION

Port Moresby General Hospital (PMGH) is the largest referral and teaching hospital in Papua New Guinea, located in the nation's capital, Port Moresby. As a tertiary-level facility, PMGH provides a wide range of specialised medical services to patients from across the National Capital District and the country, including surgery, internal medicine, obstetrics, paediatrics, emergency care, and diagnostic services such as pathology and imaging.

Our aim is to deliver high-quality, patient-centred healthcare while supporting the development of the national health workforce. We work closely with the National Department of Health, the University of Papua New Guinea's School of Medicine and Health Sciences, development partners, and provincial health authorities to strengthen health service delivery, training, and research across the country.

PMGH continues to modernise its services and expand its capacity to meet growing health demands. Current priorities include improving clinical governance, upgrading diagnostic and laboratory systems, and enhancing digital tools to support better data management and decision-making. Our long-term goal is to strengthen PMGH as a centre of excellence for specialist care, clinical education, and innovation in Papua New Guinea's health sector.

ABOUT THE ASSIGNMENT

Port Moresby General Hospital (PMGH) Pathology Department plays a vital role in delivering accurate and timely diagnostic services for the country. However, the current stock and inventory management system does not provide a clear picture of laboratory supply usage, leading to discrepancies between estimated

and actual consumption. Strengthening this area is essential to ensuring uninterrupted laboratory operations, cost efficiency, and improved planning for critical pathology services.

A volunteer with expertise in stock and inventory management can provide much-needed technical support to establish effective systems and tools for monitoring supply flow. The specialised skills required to design dashboards, analyse consumption data, and introduce best-practice inventory processes are not readily available within the local workforce. Bringing in an experienced volunteer will help build internal capacity while addressing current operational gaps.

PMGH Pathology is a committed and highly collaborative team with a strong culture of continuous improvement. The volunteer will have the opportunity to work alongside skilled laboratory professionals, gain insight into a high-demand clinical environment, and contribute to strengthening essential diagnostic services in Papua New Guinea. This assignment offers meaningful learning opportunities in health systems strengthening and capacity building.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Port Moresby General Hospital (PMGH) Pathology Department to support the below objectives:

Assignment objectives	Proposed activities
In-Country Phase Objective: Develop and implement an effective stock and inventory monitoring system to provide accurate quarterly and annual data on laboratory supply use and associated costs.	• Work with PMGH Pathology staff to review current stock management processes and map workflow gaps. • Co-develop an improved inventory tracking system, including standard operating procedures and documentation templates. • Support staff in piloting and refining the new system to ensure accuracy and usability.
In-Country Phase Objective: Design and establish a user-friendly dashboard that enables active, real-time tracking of stock levels, consumption patterns, and procurement needs within the PMGH Pathology Department.	• Collaborate with the team to identify key data points, reporting needs, and dashboard features. • Support staff in creating digital dashboards (e.g., using Excel, Power BI, or other suitable tools). • Train team members to update, interpret, and maintain the dashboard for ongoing decision-making.

In-Country Phase Objective: Build the capacity of PMGH Pathology staff by training them in inventory management processes, data analysis, and use of the new dashboard to ensure sustainability beyond the assignment period.	• Conduct hands-on training and mentoring sessions on stock analysis, forecasting, and data interpretation. • Develop simple guides or job aids to help staff maintain the new systems independently. • Support the team in establishing a routine reporting schedule to review stock levels and consumption trends.
Inclusion objective and proposed activity The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (e.g. religion, language, ethnicity and marginalised or vulnerable groups). The volunteer will work alongside members of Port Moresby General Hospital (PMGH) Pathology Department to: • Facilitate participatory workshops and discussions that encourage input from diverse team members, adapting communication methods as needed (e.g., using simple language, visual aids, or alternative formats) to ensure equal participation and engagement across all groups within the department.	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
• Bachelor's degree in Supply Chain Management, Logistics, Business Administration, Health Services Management, or a related field. • Formal training or certification in Inventory Management, Data Analysis, or Monitoring and Evaluation (M&E) is highly desirable.	• Postgraduate qualification in Public Health, Health Administration, or Hospital Management. • Certification or training in Data Visualization tools (e.g., Power BI, Tableau) or Advanced Excel skills.

Knowledge and experience

Essential	Desirable
• Experience in managing stock levels, tracking inventory usage, and implementing effective procurement and replenishment processes.	• Understanding of clinical or pathology environments to better align inventory management with healthcare workflows.

• Proficiency in using data tools such as Excel, Power BI, or similar software to create and maintain dashboards for monitoring and reporting. • Strong skills in mentoring, coaching, and delivering training to diverse teams, with the ability to communicate technical concepts clearly and adapt to different learning styles.	• Skills in guiding teams through system changes, helping to embed new practices sustainably within existing organisational culture.
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Following the Program's values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

Line Manager: Coordinator Pathology Services

Working relationships: Laboratory Quality Management System Leads, Officer In Charge (OIC) and Stock and Inventory Officers.

Hours and days of work:

In-country phase

Full time (08:00am – 04:00pm, weekdays only)

Leave: All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance (*Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment*):

Select an option

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: <https://www.australianvolunteers.com/countries/png> and <https://www.dfat.gov.au/geo/papua-new-guinea>

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.