

## **POSITION DESCRIPTION**

Special Economic Zone Authority

### **AM100044 - Human Resource Manager**

**Special Economic Zone Authority (SEZA)** is a Statutory Authority established through the Special Economic Zone Authority Act 2019. SEZA is the sole National Developer and Regulator for Special Economic Zones in Papua New Guinea. The Authority is mandated to be the facilitator for the creation, development, operation, maintenance, regulation and promotion of Special Economic Zones.

Applications are invited from qualified and experienced professionals for this position based in Port Moresby.

#### **HUMAN RESOURCE MANAGER – GR. 12**

The Human Resource Manager is responsible for the overall management of HR and Administrative function of the Finance and Administration Department.

#### **Key Responsibilities:**

- Develop and implement the human resources strategy taking into consideration the approved SEZA structure, strategic goals and objectives
- Manage the staff recruitment process including interviewing, and onboarding processes
- Develop and manage employee training programs including annual training plans
- Implement and oversee performance appraisals, goal setting, and feedback systems
- Address employee grievances, conflict resolution, and ensure a positive workplace culture
- Manage payroll, benefits, and ensure competitive compensation structures
- Ensure that SEZA adheres to labor laws and employment standards (e.g., health and safety regulations)
- Identify and develop future leadership to maintain organizational continuity
- Oversee daily office operations, supplies, facilities management, and maintenance
- Manage administrative budgets, reducing costs and ensuring cost efficiency
- Maintain employee and company records, ensuring confidentiality and regulatory Compliance
- Develop and implement HR AND administrative policies and procedures
- Provide mentoring and coaching to staff
- Resolve staff grievances and issues.

#### **Expected Competencies:**

- Bachelor's degree in Human Resource Management, Business Administration, or a related field. Master or a postgraduate degree is desirable
- Minimum of 5-10 years' experience in HR management or administration
- Experience in talent management, labor law compliance, and administrative processes
- Excellent written and verbal communication skills
- Knowledge of HR Systems; familiarity with HR Information Systems (HRIS) and payroll software
- Well-versed with applicable employment laws and workplace safety regulations
- Proven ability to manage teams and lead HR initiatives
- Experience in conflict resolution and problem solving relating to operational matters
- Ability to manage budgets and control costs within the HR and administrative functions.

**This position is open to PNG Citizens only.**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

For more information email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 1<sup>st</sup> November 2024**

*Only shortlisted candidates will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview.**