

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM25000167 - Employee Relations Officer x2

PNG Ports Corporation Limited (PNGPCL) is a premier maritime service provider in Papua New Guinea and the largest port operator in the Southwest Pacific, outside Australia and New Zealand.

PNGPCL is dedicated to delivering world-class service to its stakeholders and seeks committed high performing professionals who can make a real impact.

If you're ready to contribute your expertise, drive change, and grow your career with one of PNG's renowned state-owned enterprises, we want to hear from you!

Applications are now open for qualified and experienced professionals to join the team at the Head Office in Port Moresby.

EMPLOYEE RELATIONS OFFICER X2

Reporting to the Team Leader – Employee Relations & Training, the Employee Relations Officers are responsible for the delivery and implementation of employee relations and welfare programs across PNG Ports Corporation Limited (PNGPCL), in alignment with established policies and regulatory frameworks. The role supports a harmonious work environment through effective handling of industrial and employee relations matters, while promoting staff well-being and organizational compliance.

Key Responsibilities:

- Provide employee relations and welfare services consistent with PNGPCL's policies, procedures, and relevant legislation
- Respond to industrial relations issues as they arise, ensuring prompt and effective resolution
- Facilitate disciplinary processes including conducting interviews, drafting warning letters, and preparing formal charges
- Conduct counselling sessions addressing grievances, underperformance, behavioral concerns, and welfare matters
- Prepare and submit comprehensive case reports
- Carry out policy awareness campaigns for PNGPCL employees on Employee Relations, Disciplinary procedures, employee welfare matters and other workplace policies
- Maintain a professional standard of conduct and contribute to a safe and respectful work environment, upholding the values and standards of the PNGPCL Service Charter.

Qualification & Experience:

- Do you have a Bachelor's degree in Industrial Psychology, Human Resource Management, or a related discipline from a recognized institution? If yes, provide details
- Do you have a minimum of three (3) years' experience in a similar role, preferably within a unionized or large-scale organizational setting? Please provide details
- Do you have experience in human resource management practices, HR policies and procedures, industrial relations, and workers' compensation? Provide details
- What is your understanding of the Employment Act, Labour laws, and industrial relations legislation?
- Are you familiar with Awards and Enterprise Agreements? If yes, provide details
- Share your experience in industrial advocacy and dispute resolution
- Share your experience in report writing, data analysis, and presentations

- Do you have experience using Microsoft Office applications (Word, Excel, PowerPoint, Outlook)? If yes, provide details.

HOW TO APPLY

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/> , download and complete the online application form then submit by email to jobs@vanguard.com.pg with the following documents: updated CV in word or PDF, copies of qualifications and contact details of 3 current professional referees.

For more information, call (+675) 7500 7500.

Applications close at 5pm on Friday, 4th July 2025

Only shortlisted applicants 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 together with a copy of your CV in MS Word format.