

## **POSITION DESCRIPTION**

Minerals Resources Authority

### **AM5062 - Manager Human Resources**

**The Mineral Resources Authority (MRA)** was established as a statutory authority through the enactment of the Mineral Resources Authority Act 2018 to provide a flexible, independent, commercially attuned, contemporary agency to manage the regulation, administration and promotion of the mining industry in Papua New Guinea. MRA commenced operation in July 2007.

MRA is inviting exceptional candidates to apply for the vital role:

#### **MANAGER - HUMAN RESOURCES**

This Manager Human Resources is responsible to plan, manage and co-ordinate the operational activities of the HR Branch to ensure they achieve the objectives defined in the Annual Corporate Services Division's (CSD) work plans.

#### **Key Accountabilities:**

- Co-ordinate preparation of the budget estimates, negotiate and manage Branch budget allocations according to Public Finances Management Act and exercise financial responsibility for the efficient and cost-effective functioning of the Branch
- Develop and review HR Management policies and procedures to ensure that they are up-to-date and relevant
- Review terms and conditions of employment contracts regularly to ensure compliance with labour and employment legislation
- Develop and implement an effective performance management system (PMS) to monitor employee performance with a view towards continuous improvement
- Develop and maintain an effective compensation and benefits system that is relevant to MRA and compatible with the open market.

#### **Expected Competencies:**

- Degree in Human Resources Management, Business, Industrial Psychology or Education
- Minimum of 5 years practical management experience in HR preferably from a business environment
- Possess sound knowledge of Labour & Employment Act
- Possess wide knowledge of current international HR best practice and standards & Strategic HR Management.

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

#### **APPLY NOW**

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

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees. A full PD can be obtained from our office.

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 25<sup>th</sup> February 2022**

**Only shortlisted applicants will be contacted**

**Authorized by: Managing Director**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@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**