

POSITION DESCRIPTION

Baptist Union of Papua New Guinea

AM5084 - Human Resource Officer

The **Baptist Union of Papua New Guinea (BUPNG)** is a faith-based NGO serving the people of Papua New Guinea, in both urban and rural communities for over 32 years.

BUPNG's vision is to transform the lives of people in Papua New Guinea through their relationships with God, one another and their environment, thus facilitating the Spiritual, Physical, Social, Economic and Environmental well-being of the people in their locality.

BUPNG is seeking highly motivated persons with excellent skills and experience to join the dynamic faith-based Management Team at BUPNG head office based in Mt Hagen.

Do you tick these boxes?

- Have an appreciation and understanding of faith-based NGO work environments
- Are understanding of Christian principles in development, with an appreciation of BUPNGs mission, vision and values
- Possesses strong communication and social skills, together with problem-solving, decision making and time management skills.

HUMAN RESOURCE OFFICER

The Human Resource Officer reports to the General Director BUPNG, and is responsible for the Human Resource function within BUPNG.

Experience & Qualification:

- Certificate HR Officer, with 5-10 years' human resource experience
- Knowledge and understanding of human resource systems and their development and implementation
- Skilled in building and promoting team and creating a positive work environment for staff.

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 requested from our office.

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

Applications close COB Friday 8th April 2022

Incomplete and late applications may be deemed invalid and excluded from further consideration.

Only shortlisted applicants will be contacted

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 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