

POSITION DESCRIPTION

Bank of Papua New Guinea

AM6004 - Manager - Administration Support Unit, Bank of PNG

“Equal Opportunity Employer”

The Bank of Papua New Guinea (BPNG) is a Contemporary Central Bank and Regulator employing best practice in the development and implementation of Monetary Policy; conduct of Financial Sector Supervision and in ensuring an efficient, safe and well-functioning Payments System.

The BPNG invites expression of interest from suitably qualified and experienced individuals to fill the following position in the **Human Resource Department**.

This role will report to the Human Resource Department Manager and is based in Port Moresby. A key responsibility within each role is to Support the Bank’s corporate values: Efficiency, Professionalism, Accountability, Teamwork, Transparency and Integrity.

MANAGER – ADMINISTRATION SUPPORT UNIT

The Manager, Administration Support Unit is responsible for supporting the efforts and actions of the Unit Manager, Client Support and the Unit Manager, Strategy & Planning including inputting and maintaining the fiduciary data in the system as it relates to the areas outlined below.

Key Responsibilities:

- Payroll Administration using the Ascender system
- Staff Benefits Administration (i.e., Salary Sacrifice, Medical Assistance Facility, Leave)
- Performance Management System (PMS)
- Employee Contracts Administration
- Exit Administration
- HR Data Integrity Maintenance
- Time & Attendance Administration
- Manage the Unit’s budget.

Expected Competencies:

- Bachelor’s Degree in Human Resource, Business Management or a related field
- Minimum of five years’ HR experience (Payroll, Benefits, Administration) within an organization of 300+ employees
- Knowledge and experience working with benefit carriers
- Sound experience working with an integrated computerized database
- Strong proficiency in Microsoft Office (Word, Excel, Power-Point, Outlook) requiring the use of complex reporting, word processing, data entry, and spreadsheet development
- Organizing/Planning Ability – strong organizational and planning skills and creative problem solving and time management skills
- Excellent communication skills, reliable with a high level of integrity and professionalism.

This position is open to PNG Citizens only.

APPLY NOW

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

Follow the website instructions and forward to Vanguard International these documents

- the completed VI application form highlighting your capabilities and experiences,
- an updated CV, three (3) current referees and their full contact details.

A full PD can be requested from our office and applicants are encouraged to obtain this.

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

Applications close COB Friday 17th June 2022

Only shortlisted applicants will be contacted

**Authorised By: Benny B M Popoitai, MBE
ACTING GOVERNOR**

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