

POSITION DESCRIPTION

Bank of Papua New Guinea

AM6005 - Manager - Client Support Unit

“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 – CLIENT SUPPORT UNIT

The Manager, Client Support Unit is responsible to ensure the Bank address its workforce and staffing need through its recruitment process based on set guidelines and policies as well as addressing staff disciplinary and welfare issues.

Key Responsibilities:

- Oversee Recruitment activities for the Bank in line with policies and process
- Assist with the Staff Exit Process
- Administer all Work Permits and Employment / Business Visas processes as required
- Administer the processes for Annual & General Health Checks for staff
- Coordinate Staff & Management Induction programs including on-boarding for new employees
- Oversee the Manpower Planning process for the Bank
- Oversee Employment Relations activities ensuring compliance with policies, process and related Acts
- Manage the Unit's budget.

Expected Competencies:

- Bachelor's Degree in Human Resource, Business Management or a related field
- Specific experience and knowledge in employee relations and staffing
- Minimum of five years' relevant HR experience with managerial expertise
- Requires critical thinking skills, decisive judgment and the ability to work with the management team
- Excellent presentation skills and the ability to effectively engage participants in a learning environment
- Advanced knowledge in training and organizational development programs and best practices
- Excellent communication skills, reliable with a high level of integrity and professionalism
- Ability to deliver efficiently and effectively on the requirements.

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