

## **POSITION DESCRIPTION**

Bank of Papua New Guinea

### **AM6006 - Manager - Strategy, Planning & Development 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 – STRATEGY, PLANNING & DEVELOPMENT UNIT**

The Manager, Strategy, Planning & Development Unit is responsible to identify, develop and deploy a comprehensive and coordinated approach to HR strategy and policies in the areas of workforce planning, succession planning and the Bank's performance management efforts.

#### **Key Responsibilities:**

- Developing an annual strategic employee development plan that the Bank's strategic plan
- Analyze root cause of performance deficiencies and identify training and development
- Develop a full complement of development activities including, but not limited to classroom activities, mentoring, self-directed learning, job shadowing and virtual learning
- Assist in the implementation of the Performance Management System within the Bank
- Design and implement systems to measure training activities and its impact
- Develop strategies to build the capability of executives, managers and other employees
- Provide strategic direction and expertise in formal and experience learning
- Develop process and matrix to measure the impact of development effort
- Integrate leadership development into key processes that includes strategic planning, succession planning, performance management, workforce planning and developing a diverse workforce
- Manage the Unit's budget.

#### **Expected Competencies:**

- Bachelor's Degree or preferably Masters in Human Resource Management or related field
- Minimum of five (5) years management experience, specializing in Training & Development
- Has specific knowledge and experience on organizational design, planning, training and development, web-based learning, workforce and succession planning
- Exposure in working with and leading an executive level staff
- Proficient in Microsoft office tools and appropriate HR systems
- Proven track record of implementation of LMS (Learning Management System)
- Affiliated with HR professional bodies practicing effective HR Management
- 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](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 17<sup>th</sup> 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](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**