

POSITION DESCRIPTION

Star Mountain Properties & Investments Limited

AM6012 - Senior Human Resources Officer

Star Mountain Properties and Investments Limited (SMPIL) is the investment vehicle of the OK Tedi Landowners Royalty Investment Trust (OTLRIT). OTLRIT is one of the leading Landowner Trusts in PNG and is owned by more than 6000 beneficiaries of the 10 mine villages. Due to a recent acquisition in Australia and PNG, the Group requires qualified and experienced manpower.

SMPIL is inviting exceptional candidates to apply for this senior role. This position is based in Port Moresby.

SENIOR HUMAN RESOURCES OFFICER

The Human Resource Officer is responsible for planning, staff development & welfare, managing staff benefits & payroll, developing and implementing HR strategies and initiatives aligned with the overall business strategy.

Key Responsibilities:

- Manages the General Office Administration, ensuring office rules and regulations are observed
- Ensures company assets are maintained and are in good operational conditions
- Manages the payroll and ensures the payroll is processed in accordance with relevant industrial awards and legislation
- Reviews and updates company Policies and Procedures
- Drive continuous improvement in relation to internal processes, procedures and controls
- Maintains employment records
- Recruitment mentoring and training of staff
- Act as a liaison point between company management and employees, other relevant statutory bodies such a Labour Department, Immigration Department and Internal Revenue Commission
- Build strong relationship between management and employees
- Assists with renewal of passports, visas, work permits, motor vehicle registration and comply with statutory requirements
- Adhoc (special) jobs required by Chief Executive Officer.

Expected Competencies:

- Bachelor`s Degree in Human Resources Management or relevant
- Minimum 5 years` related experience
- Mature with good communication and strong leadership skills
- Good understanding of labour laws
- Computer literate with experience in company payrolls

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 29th July 2022

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