

POSITION DESCRIPTION

National Capital District Commission

AM6079 - Human Resource Manager

National Capital District Commission (NCDC) is an administrative authority and operates under the NCDC Act. This law establishes NCDC, a governing body, for the purpose of providing municipal services to the city of Port Moresby. Commission has a vision of building Port Moresby City to be the best and livable city in the South Pacific. NCDC is now inviting exceptional candidates to apply for this vital role:

HUMAN RESOURCE MANAGER (CHM.003 [contract]: Grade NC.15 + applicable allowances + housing)

Reporting to the Director Corporate Affairs, the Human Resource Manager's role is responsible to manage, provide strategic direction and broad department oversight in the delivery of the full suite of HR functions (including, but not limited to: payroll and allowances, recruitment and retention, training and development, industrial relations, HR communications, and occupational health and safety) to contribute to the achievement of a staff excellence culture within the Commission.

Key Responsibilities:

- Lead the effective operation of the HR Department that supports the adoption of continual improvements and efficiencies in service delivery, HR innovations, and best practices to best serve and enhance the Commission's overall workforce
- Lead the development and implementations of programs and practices that focuses on the welfare, attraction, development, engagement, culture and growth of NCDC's workforce to enable them to operate as a dedicated and productive workforce focused on excellence
- Facilitate the development and the implementation of HR strategies and programs to meet the Commission's short and long-term vision and objectives.

Expected Competencies:

- Bachelor's degree in Human Resource Management or Business Management
- Must be a member of PNGHRI
- Minimum 7 years working experience in a Human Resources Executive Management position
- Strong understanding, experience and knowledge of using HRM and payroll software systems
- Demonstrated experience as a HR Generalist with experience across the broad range of HR functions to give direction, guidance and support to direct reports
- Knowledge and understanding of relevant National Laws pertaining to employment, safety, and industrial relations required. Prior knowledge and understanding of relevant Public Service Acts highly desirable
- Strong management and leadership skills to determine priorities and deliverables across a breadth of HR initiatives, with a high level of attention to detail to effectively guide direct reports
- Strong computer and writing skills to produce quality reports and presentations and have experience in the creation and development of Action Plans, HR policy and procedure development
- Strong interpersonal and communication skills to enable the delivery of independent advice to staff at all levels with fairness, sensitivity, tact, discretion and confidence
- Must be motivated, honest, reliable and dedicated to the advancement of NCDC and the city.

APPLY NOW: Open to PNG citizens only. Both internal and external candidates welcome to apply.

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

Complete the application form and follow the website instructions to forward to us including a signed cover letter, 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 10th February 2023

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