

## **POSITION DESCRIPTION**

PNG Ports Corporation Limited

### **AM6081 - HR Business Partner**

**PNG Ports Corporation Limited (PNGPCL)** is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside Australia and New Zealand.

PNGPCL continues to develop the capacity of its workforce to deliver high quality service to all stakeholders and is committed to attracting the highest calibre of professionals who can make a difference to the organization. PNGPCL provides a positive work environment and rewards employees who contribute to business success.

PNGPCL is inviting **exceptional candidates** to apply for this vital role:

#### **HR Business Partner**

This position is based in Lae and will report to the Manager Human Capital.

The HR Business Partner will lead and implement various HR projects, initiatives and administrative matters to ensure HR strategic business imperatives as required of Operations Division of PNGPCL are successfully delivered in line with company policy and overall business goals and objectives of PNGPCL.

#### **Key Responsibilities:**

- Lead and administer assigned HR projects and initiatives to ensure on-time delivery of project milestones
- Support Manager Human Capital in executing HR business deliverables for the staff in Operations Division from the lens of PNGPCL overall business goals and objectives
- Collect, collate and analyze relevant HR information and/or data from the Operations Division and guide Manager Human Capital and Management for sound decisions consistent with the strategic and overall business goals and objectives of PNGPCL
- Ensure on time completion of HR projects and tasks while continuously identifying opportunities for process improvement
- Provide advice and guide Operations Management Team to resolve conflicts and help facilitate positive employee relations and sound working environment for all employees
- Guide Operations Management in ensuring sound implementation of performance management system to enhance performance within the Operations Division
- Research, evaluate and interpret trends and/or emerging human resources issues at large that have potential impact on PNGPCL and provide strategic recommendations with proactive measures for implementation
- Review and participate in the development, coordination and implementation of changes and/or improvements in human resources management systems and procedures
- Ensure PNGPCL Operations Divisional strategic business initiatives are monitored and evaluated and that accurate periodical reports are provided in a timely manner to Manager Human Capital
- Maintain a high level of professionalism, integrity, safe working environment and uphold PNGPCL Service Charter
- Attend to miscellaneous tasks – related duties as assigned.

#### **Expected Competencies:**

- Relevant University Degree, preferably in Industrial Psychology, Human Resource Management, or other related field of study. Postgraduate qualification would be desirable
- PNG Human Resource institute (PNGHRI) membership desirable, not essential
- Minimum of 5 years' demonstrated experience in a similar role
- Knowledge in Employment Act and Non-Citizens Act desirable including Labor & Industrial laws

- Knowledge of all facets of human resource management practices, HR Policies & Procedures Manual, industrial relations
- Excellent communication (written, oral & electronic), advocacy and sound negotiation skills including good report writing and presentation skills
- Proven analytical, evaluative and problem-solving abilities
- Proficient skills in the use of computer applications.

**This position is open to PNG citizens only.**

**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 copy of a current police clearance certificate. We encourage applicants to request a full PD from our office to review before applying.

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

**Applications close COB Friday 10<sup>th</sup> February 2023**

**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](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**