

## **POSITION DESCRIPTION**

PNG Ports Corporation Limited

### **AM6082 - HR Services Officer**

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 Services Officer**

This position is based in Port Moresby and will report to the Team Leader HR Admin & Support.

The HR Services Officer is responsible for day-to-day administrative and office support in the various Human Resources functions related to policies and procedures, recruitment and staffing, employee relations, personnel and benefits administration, staff training, human resource data collection and report preparation, and general administration.

#### **Key Responsibilities:**

- Ensure timely execution of payroll for PNGPCL employees according to payroll processes and procedures, and provide accurate advice on all Terms and Conditions of Employment
- Administer Medicare Benefits by processing and maintaining relevant forms for membership in a timely manner and ensure records are constantly updated
- Administer Superannuation Benefits by processing and maintaining accurate records of contributions and withdrawals to the Super Fund in a timely manner and provide relevant advice to stakeholders as required
- Process and lodge all Workers Compensation Claim Documents in a timely manner and follow up to expedite settlement
- Ensure the office is managed and controlled in an ethical and professional manner and that confidentiality in relation to Human Resource information and documents is maintained at all times
- Maintain accurate filing system and regularly update all personal files and HR records, keep track of all files taken out from the filing compactors and ensure safe return of files, undertake monthly audits and provide reports to Manager Human Capital
- Administer leave process, including proper paperwork, notifications and filings
- Prepare job descriptions in accordance with company practices and changes in laws and regulations
- Review and administer necessary HR forms for completion and accuracy and transmits to Payroll for entry into accounting system.

#### **Expected Competencies:**

- Bachelor Degree in Human Resource Management, Industrial Psychology or Business Management from a recognized institution
- Minimum of 3 years' experience in a similar role
- PNG Human Resource institute (PNGHRI) membership not compulsory
- Knowledge of all facets of human resource services; Leave calculation, Superannuation, final entitlements, salary sacrifice, etc
- Knowledge of Superannuation Act and Employment Act desirable including Awards and Enterprise Agreement
- Excellent interpersonal and customer service skills including very good oral and written communication skills

- Excellent report writing and presentation skills including very good analytical and problem-solving skills
- Proficient use of MS Office 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**