

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM6083 - Recruitment 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:

Recruitment Officer

This position is based in Port Moresby and will report to the Team Leader – Recruitment & Projects

The Recruitment Officer is responsible for effective planning and timely execution of recruitment services as required to support the human resource needs of PNGPCL and its business.

Key responsibilities:

- Provide advice and services on the process of recruitment and selection including other employment matters
- Prepare job advertisements, liaise with print media, short-listing of applications, interview and make recommendations to line Managers for the employment of new employees
- Ensure all pre-employment requirements including medical checks and police clearance are completed, prepare staff contracts, facilitate inductions and staff probation reviews
- Carry out job analysis and develop job descriptions for evaluation and recruitment process
- Ensure timely and accurate input of data onto HR database/information system, and provide periodic recruitment reports to immediate supervisor as and when required
- Provide admin support to all recruitment including work permits/visas processing for expatriate employees
- Conduct exit interviews and maintain manpower statistics, reporting of job vacancies and employee turnover
- Coordinate staff salary sacrifice efficiently and on time
- Carry out general research into terms and conditions and work practices, and assist supervisor with salary reviews, and compliance to employment regulations
- Facilitate recruitment for open positions, screening applications and arranging interviews, assisting in reference checks, arranging background check and Pre-employment medical check, setting up personnel files, and creating new hire forms and orient new employees.

Expected Competencies:

- Degree in Industrial Psychology, Human Resource Management or Business Management from a recognized institution
- PNG Human Resource institute (PNGHRI) membership desirable, not essential
- Minimum of 3 years' demonstrated work experience in a similar role
- Sound knowledge on all facets of human resource management practices
- Comprehensive knowledge in Recruitment processes and procedures
- Sound knowledge in Non-Citizen Employment Act and Employment Act desirable, not essential
- Possess very good interviewing and interpersonal skills with good oral and written communication skills
- Excellent report writing and presentation skills including good public relations and problem-solving skills
- Proficient 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

Applications close COB Friday 10th 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 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