

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM6084 - HR Administration 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 Administration Officer

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

The HR Administration Officer is responsible for high level administrative support to the Manager Human Capital in ensuring that all aspects of HCD functions are adhered to, monitored and delivered on timely manner, including necessary assistance to HR functions and PNGPCL Management.

Key Responsibilities:

- Provide high level of assistance to the Office of the Manager Human Capital in drafting sound HR correspondences, reports, letters and/or submissions
- Liaise with HR staff in various functional units and monitor various projects, tasks, assignments, initiatives and provide progressive updates and report to Manager Human Capital
- Provide in-depth analysis of HR data, interpret, report and present data to Manager Human Capital for decision making
- Liaise with internal and external stakeholders and provide effective administrative services to Manager Human Capital
- Provide sound advice and ideas to Manager Human Capital / Management as and when required
- Initiative sound HR projects in support of HR strategic business goals while also seeing through projects and or initiatives
- Assist in any other functions of HCD as and when required.

Expected Competencies:

- Bachelor Degree in Human Resource Management, Industrial Psychology, Business or related field from a recognized tertiary institution in PNG or from abroad
- At least 3 years of demonstrated work experience in HR or executive support function with previous working experience as an HR executive or HR admin is desirable
- Demonstrated understanding of PNG labor/employment laws and related laws like General Orders/Public Service Act etc
- Sound HR knowledge around current HR trends and best practice locally and globally
- Excellent written, oral and negotiation skills
- Proven analytical, evaluative and problem-solving abilities
- Good organizational and planning skills
- Keen attention to details
- Working knowledge of MS suites, including MS Word, Excel and PowerPoint presentation and other HRIS
- Strong hands-on experience at MS Office suites and presentation skills is desirable.

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