

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM7007 - Admin Support 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 its business success.

PNGPCL is inviting **exceptional candidates** to apply for this key role based in Port Moresby:

Admin Support Officer

Reporting to the ICT Manager, the Admin Support Officer is responsible for providing quality administrative support services for the efficient running of ICT department and ensuring staff ethical and professional work manner, including confidentiality of information, are maintained at all times.

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:

- Certificate in Secretarial Studies, Office Administration/Management or a relevant field
- Minimum of 2 years experience in a similar role
- Sound knowledge of all office systems, procedures, and processes
- Sound knowledge of use of all office equipment/machines
- Excellent organization, filing, communication and interpersonal skills
- Excellent telephone manners and skills
- Shorthand skills with typing speed of 60 - 80 words per minute

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 3rd March 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