

POSITION DESCRIPTION

National Information & Communications Technology Authority (NICTA)

AM7014 - Manager, Human Resources

The **National Information & Communications Technology Authority (NICTA)** is an independent regulatory authority established through the NICTA Act 2009 (Act). NICTA is the primary regulator of the Information Communication and Technology (ICT) industry in Papua New Guinea (PNG) with specific focus on telecommunications, radiocommunications, and broadcasting.

NICTA is inviting **exceptional candidates** to apply for this management role: All positions are based in Port Moresby.

Manager – Human Resources

This position reports to the Director – Corporate Service and is responsible for the strategic human management and implementations of all HR and administrative functions, including providing overall guidance and leadership in the following areas: HR policies and procedures, Recruitment & Selection, Training & Development, Occupational Health & Safety, Salary Remuneration & Benefits, Contract Management, CHRIS management, Employee Relations and Welfare Services, Payroll, and Compensation and Industrial Relations.

Key Responsibilities:

- Develop, recommend and implement Human Resources policies and procedures where and when necessary
- Participate in department budget preparation and administration; monitor and control expenditures
- Advise management, Executive Management and the Board on all human resources strategies, policies and practices in order to ensure that the company maintained high quality, well-motivated and a committed workforce it requires
- Prepare supply and demand forecast of human resource and plans for the recruitment and retention of employees to meet the business requirements of the organisation
- Participate as a HR representative in all Recruitment & Selection Committees for the selection and appointment of appropriate personnel
- Researches, analyses and prepares reports and makes recommendations regarding salaries and benefits programs. Administers the salary and benefits programs as approved by the Management and the Board.
- Reviews and consults with legal representation to ensure employment policies and procedures are in compliance with legal and state employment law. Provides human resources policy interpretation for consistent application
- Attend and participate in professional groups, committees and seminars; stay abreast of new trends and developments in the field of human resources and management
- Negotiate with internal/external parties, relating to the Enterprise Bargaining Agreement, Awards and Terms and conditions and other related issues
- Preparation and review of Employment Contracts in line with the relevant legislations
- Provide advice and support to Managers, relating HR policies and procedures, conducting counselling / interview, addressing grievance disputes within framework, working within specific timeframes, resolution of Employee issues, discipline, counselling, and termination with consultation from all stakeholders
- Ensuring that all training and professional development within the organization is strategically linked to organizational needs and aligned to annual performance appraisals and business operational needs
- Advises and counsels employee on personnel matters, work related problems, personnel benefits policy and procedures. Coaches and provides recommendations to management on employee relations issues including corrective action, procedures and steps
- Overseeing the Payroll operations ensuring that all staff are paid in accordance with contracts of employment, relevant Awards/EBA, organizational policy, and legislative requirements
- Providing leadership, motivation, performance management, team development and training to all subordinates
- Overseeing the organizational development of the organisation which includes Job evaluation and Organizational structures

- Develop, review and implement an effective performance management system for the organisation
- Advise management and staff on the organisation reward management system and the operation of the single line salary structure
- Plan and coordinate staff training and development programmes to meet the identified staff needs and satisfy the organisation's man power requirement to retain an effective , competitive and multi skilled workforce
- Provide guidelines and advice to the management on employee relations and industrial issues and coordinate the organisation's communication processes and procedures to maintain a co- operative and peaceful climate of employee relations in the organisation
- Provide advice on all employment and health and safety issues including issues arising in connection with the employment legislation to ensure that the organisation meets its legal obligation and avoid legal costs
- Prepare Management and Board submissions on HR policies and procedures for Board's consideration and decision making.

Expected Competencies:

- Tertiary degree in industrial and Organisational Psychology, Human Resource Management
- Minimum 5-10 year`s work experience in a similar capacity in the public or private sector organisation
- Experience in HR practices and procedures, Management and administration of HR branch, supervisory and can lead a team & work with minimum supervision
- Excellent communication, development, analytical, conceptual, logical, interviewing and problem-solving skills
- Self-motivated; mature; good-natured; not easily drawn into arguments; level-headed; can work under and withstand pressure.

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 three current referees.

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

Applications close COB Friday 24th 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