

POSITION DESCRIPTION

Air Niugini Ltd

AM7044 - General Manager, Human Resource

Air Niugini Limited is the national airline of Papua New Guinea, based in Port Moresby. It operates a domestic network from Port Moresby and Lae, as well as international services in Asia, Oceania, and Australia. Its main base is Jacksons International Airport, Port Moresby.

Air Niugini Limited is inviting **exceptional candidates** to apply for this leadership role that will support its growth and diversification in the airline industry.

This position is based in Port Moresby.

GENERAL MANAGER – HUMAN RESOURCE

Reporting to the Chief Executive Officer, the General Manager – Human Resource will be responsible to direct, manage and co-ordinate the activities and operations of the Human Resource Department to coordinate assigned activities throughout Air Niugini and, outside agencies and the general public and to provide highly responsible assistance to staff at all levels.

Key Responsibilities:

- Develop and implement the human resource strategy of the business
- Manage and participate in the development of implementation of goals, objectives and policies including recruitment, selection and placements, collective bargaining agreements, contractual negotiations, staffing levels, job evaluations and recommend administrative procedures
- Administer employee disciplinary policies and procedures; provide assistance to staff on disciplinary issues and actions to be taken; administer formal grievance procedure; oversee the preparing and processing of responses to grievances and disciplinary issues
- Respond to and resolve difficult and sensitive inquiries and complaints
- Direct the recruitment, interviewing, testing and selection and placement of all employees hired by the Company, establish and administer performance appraisal programs, administer promotion and transfer of staff
- Represent the Company and maintain positive dialogue with all outside agencies – Department of Labour and Industrial Relations, Employers Federation, Union groups, PNG Immigration, Industrial Registrar etc
- Maintaining and awareness of all external factors such as proposed Government legislation changes in relation to labour laws which may impact on the staff and business
- Ensuring all human resource activities meet or improve on budget, cost and efficiency targets (KPI's) in line with business objectives
- Participate in the Executive Management Core Group with CEO in the setting of policies and strategies
- Set and agree strategy and performance targets including KPIs with Board and CEO
- Undertake alternate tasks as may be required from time to time to a professional standard
- Active involvement in quality and continuous improvements, and always seek best practices in fulfilling your role
- Report performance to Board and CEO
- Deliver human resource services to the business focussed on:
 - o Customer service
 - o Enhancing motivation and loyalty
 - o Efficiency
 - o Cost effectiveness

Expected Competencies:

- Formal education level in Management/Business
- Senior Airline Management experience
- Extensive human resource management experience at senior level
- Board exposure with profit and loss management
- Results driven and lead by example
- Ability to build strong business relationships and drive change
- High performance standards
- Excellent problem-solving skills and is able to deal with and work with people at all levels
- Able to work under pressure and after hours as required and is resilient
- Accountable and customer service focus.

Air Niugini is an equal opportunity employer with excellent remuneration and benefits available, commensurate with qualifications and experience.

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. A full Position Description (PD) can be requested from our office.

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

Applications close COB Friday 26th May 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