

POSITION DESCRIPTION

National Gaming Control Board

AM8016 - Manager, HR & Administration

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of games and to promote probity and integrity, fairness and efficiency in the operations of persons engaged in gaming in the country, to reduce any adverse social impact of gaming and to promote a balanced contribution by the gaming industry to general community benefit.

The NGCB urgently requires qualified and experienced candidates to apply for this Management role.

MANAGER - HR & ADMINISTRATION

Reporting to the Director Corporate Affairs, The Manager HR & Administration is responsible for the provision of maintaining and enhancing NGCB's human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices.

Key Responsibilities:

- Manage and lead the work of the Human Resource Section through provision of technical direction to employees on Human Resource work which includes recruitment, training, payroll, employee relations and performance management
- Manage the Training section by overseeing that orientation is done for new employees and staff are engaged in training programs
- Manage by, encouraging and administering employee career path and succession planning for its employees
- Carefully manage and maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Diligently manage by ensuring planning, monitoring and appraisal of employee work are result driven, by training managers to coach and discipline employees; scheduling management conferences with employee; hearing and resolving employee grievances; counselling employees and supervisors
- Manage and lead the preparation of staff and organizational restructure document preparation and negotiations whenever the need arises
- Manage and ensures audit queries are resolved and recommendations are implemented when need arises
- Manage and monitor maintenance of historical human resource record by designing a filing and retrieval system, keeping past and current records
- Manage and monitor complete Human Resource and Administration operational requirements, by scheduling and assigning employees and following up on work results
- Manage Human Resource and Administration staff job results by counselling, and disciplining employees, planning, monitoring, and appraising job results
- Prepare and monitor capital expenditure budget to ensure expenditures are within budget allocation
- Lead the work of providing technical direction to Administration work that includes insurance, motor vehicle matters, inventory, functions, securing of new office space, purchase of corporate and promotional items etc
- Oversee facilities services, maintenance activities and engagement of contractors
- Organize and supervise other office activities (renovations and event planning etc.)
- Diligently manage to ensure the smooth and adequate flow of information and services within the company to facilitate other business operations
- Achieve specific financial objectives by communicating with Administrative personnel and making adjustments to workflow as necessary
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints

- Manage and monitor the Housing Ownership Scheme (HOS) as in line with the policy
- Manage and administer all financial responsibilities and obligations to ensure that the HOS is operating within established financial legislation, terms and conditions.

Expected Competencies:

- Bachelor`s Degree in Human Resource Management, Business Management or other related field of studies
- Minimum of 5 years` experience in a similar position at the managerial level
- Sound knowledge on Financial Management Act, Public Service General Orders, Employment Act, SCMC & SRC Act and Statutory Authority Act
- General knowledge in Attaché software
- Excellent eye for detail with strong analytical skills
- High level of management skills
- Ability to withstand pressure to meet deadlines.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Wednesday 23rd August 2023

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@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