

POSITION DESCRIPTION

AM9024 - Human Resource Manager

Our client is a Papua New Guinean company servicing the oil and gas industry in Papua New Guinea.

Applications are invited from qualified and experienced professionals for this position based in Port Moresby.

HUMAN RESOURCE MANAGER

The Human Resource Manager is responsible for managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management.

Key Responsibilities:

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyse data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly
- Ensure compliance with labour regulations.

Expected Competencies:

- Tertiary qualification in Human Resources or other related business field
- Master's in Business Administration (MBA) would be well regarded
- Proven experience as a HR Manager within the PNG Oil and Gas Industry, would be an advantage
- Well versed in PNG Employment Act (1978) and other relevant employment laws
- Excellent communication and people skills
- Proactive and knowledgeable in conflict resolution and problem-solving
- Well versed with Microsoft Office suite.

This position is open to PNG citizens only.

APPLY NOW

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

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 3rd May 2024

Only shortlisted applicants 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