

## **POSITION DESCRIPTION**

Air Niugini Ltd

### **AM9037 - Organisation Development Manager**

**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.

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

#### **ORGANISATION DEVELOPMENT MANAGER**

Reporting to the Chief People Officer, this role is responsible for providing leadership and oversight in Organisation Development matters ensuring compliance and consistency with applicable regulations and relevant company policies and ensuring related programs are carried out within budget.

#### **Key Responsibilities:**

- Oversee Staff Performance Management process ensuring collaboration with department Managers
- Lead and provide guidance relating to Job Analysis, Job Descriptions and overall workforce planning
- Oversee the planning and implementation of Training & Development programs for the organisation
- Oversee Salary and Benefits Administration
- Ensure streamlined processes are in place for timely and efficient support with Recruitment to fill vacancies and new roles
- Lead recruitment for specialist positions of cadet pilots, engineers, direct entry pilots. cabin crew as well as graduate management trainees
- Oversee planning and delivery of major projects tasked to the Human Resources division, ensuring budget and compliance requirements are adhered to
- Monitor and develop work designs consistent with the overall objectives of the Human Resource Department
- Provide support to carry out Human Resources related Surveys, Researches and Development Projects as required and approved
- Responsible for providing sound advice and interpretation of Employment Awards/Agreements/Contracts relating to Organisation Development
- Prepare employment contract and oversee onboarding
- Formalise transfer appointments for internally advertised positions on a timely manner
- Review the Human Resource Policy & Procedure Manual, Disciplinary Code, and Code of Conduct and make recommendation for change where necessary
- Participate in teams working on Human Resource initiatives.

#### **Expected Competencies:**

- Bachelor's Degree in Human Resource Management, Industrial Psychology or related field
- Minimum 3 years work experience in a similar role
- Knowledge of CHRIS21 or other HRIS
- Good communication skills both verbal and written

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 online application form and attach an updated CV, including details of three (3) referees with current contact details.

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

**Applications close COB Wednesday, 12 June 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](mailto: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**