

POSITION DESCRIPTION

Fresh Produce Development Agency

AM9062 - Human Resource Manager

The **Fresh Produce Development Agency (FPDA)** is a government agency in Papua New Guinea that helps develop the horticulture and fresh produce industry. It provides information about commercial horticultural activities in the country, from growing crops to selling them. FPDA has a vision, mission, goal, purpose and core values that guide its work.

Applications are invited from qualified and experienced professionals for this senior position based in Goroka, Eastern Highlands Province.

HUMAN RESOURCE MANAGER

The Human Resource Manager will oversee the various functions of the Human Resources department, ensuring efficient and timely delivery of services and support to the management and staff.

Key Responsibilities:

- Overseeing the hiring & recruitment process
- Manage compensation and benefit plans
- Manage strategic talent management
- Develop effective on-boarding/off-boarding
- Review or design and implement training and development programs
- Develop employee retention strategies
- Ensure compliance with labor regulations
- Facilitate performance reviews
- Ensure job descriptions and other HR forms are reviewed and updated timely
- Streamline event planning and scheduling
- Contribute to driving change and achieving the ideal work culture for the organization.

Expected Competencies:

- Bachelor's Degree in Business Administration, Human Resource Management or similar from an accredited Institution
- Minimum of 5 years work experience in a similar role
- Well versed in PNG General Orders, Employment Act and HR best practice standards
- Excellent communication and people skills
- 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.

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

Applications close COB Friday, 02 August 2024

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