



Job Description

Updated 01.11.2021

Name	
Position	Human Resources Manager
Department	Human Resource – Corporate Affairs & Support Services Unit
Reporting To	Deputy Director - Corporate & Support Services
Supervises	HR officers, payroll officers, training officers, travel and reception staff, and security and housing coordinator.

Scope of Position (Short paragraph describing the main aspects of the role)

The position is responsible for overseeing all aspects of human resources management, policies and practices to support the vision and strategic goals of PNGIMR.

Position Requirements (List of main responsibilities and the outcomes/standards required)

Human Resource Planning and Development

1. Develop, implement and report on progress of HR strategies and initiatives aligned with PNGIMR Corporate and Strategic plans.
2. Ensure that workplace policies and procedures are developed, implemented, reviewed and updated regularly based on the new laws and internal and external changes.
3. Provide HR reports and technical advice as required for monitoring, decision-making and budgeting.

Operational

4. Provide supportive leadership and foster high performance among those reporting to the HRM and be a productive member of PNGIMR's management team.
5. Oversee the employment process including position design, recruitment and selection, contracting, on-boarding, salary and benefits, performance management, and contract renewal, expiry, dismissal or retirement.
6. Address management and employee demands, grievances and other issues in a timely and transparent manner, including managing disciplinary processes.
7. Provide for the well-being of PNGIMR property and employees through oversight of insurance coverage, staff housing policies at all sites and security at the Goroka site.
8. Enabling continuous staff development through overseeing the development and implementation of a training plan.

Compliance

9. Ensures PNGIMR complies with the relevant legislations and Acts in all its HR practices.
10. Ensure a safe and health-promoting work environment that safeguards the rights of the employees and those who interact with PNGIMR, including compliance with institute policies, national laws and directives, and best practices in occupational health and safety, and protection of children and women.

Milestones/Objectives for next 12 months appraisal period

No.	Activities/responsibilities	Required Outcomes	Key Performance Indicators
1			
2			
3			
4			

Qualifications and Essential Requirements:

1.	Minimum of tertiary qualification in Industrial Psychology, HR, Business Management or a related field.
2.	A post-graduate qualification at the Masters degree level is an advantage.
3.	Proven working experience in a HR Manager role at the middle to senior management level.
4.	Passion to drive change, innovate and introduce new HR initiatives.
5.	Well versed with relevant legislations governing HR Management in PNG.
6.	Excellent interpersonal, oral and written communication skills.
7.	People oriented and results driven.