

## POSITION DESCRIPTION

Bank of Papua New Guinea

### **RR2648 - Manager Human Resources**

Reporting to the Governors, this position is responsible for effective leadership and management of the Human Resources Department, which has primary responsibility for developing and facilitating the following BPNG responsibilities:

- Workforce Planning
- Recruitment & Selection
- Training & Development
- Performance Management
- Employee Relations
- Employee Benefits administration
- Statutory Compliance (OH&S, Anti-Discrimination, Workers Compensation)
- Reward & Recognition
- Separation & Termination

The position also contributes as appropriate to the performance of other functions and to the overall achievement of BPNG's strategic objectives.

### **Essential Competencies**

- Hold tertiary qualifications in Human Resource Management with extensive professional training in the HR area and be able to display a detailed knowledge of the required processes to meet the requirements of the position.
- Have extensive HR Management experience at a senior level in a large and respected organization.
- Be a proven team player and leader with high levels of personal leadership, communication, organization and people skills.
- Have a verifiable track record of producing real results, managing change and integrity.

### **Applications close on 15 March 2010**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [admin@vanguardpng.com](mailto:admin@vanguardpng.com) 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**