

POSITION DESCRIPTION

Western Highlands Provincial Health Authority (WHPHA)

AM3567 - Manager Human Resource

The WHPHA is looking to recruit a dynamic, outcomes focused individual to the role of Manager Human Resources who will lead the Human Resources Department staff in meeting the WHPHA human resource needs.

KEY RESPONSIBILITIES

- Be responsible for the provision of an effective and efficient human resource function across the WHPHA facilities
- Establish a customer focused HR Departmental service to the Executive, Managers and staff of the WHPHA
- Lead the development, review, dissemination and maintenance of HR policies, including staff training, with a strategic focus
- Advise WHPHA Executive and Managers on Industrial Relations and manage conciliation and arbitration matters
- Utilise the IT infrastructure to further increase the efficiency of the human resource and provision of relevant HR information to Managers
- Undertake projects as directed by the Director Corporate Services and be eligible to Deputise for him / her as directed

Expected Competencies

- Bachelor's Degree in Human Resources or related discipline
- Master's Degree in a related discipline from recognized institution is desirable
- Be a member or eligible for membership of the PNG Human Resources Institute
- A minimum of five (5) years of Human Resource Management experience at a senior level in a large complex organization
- Have a broad knowledge of employment, compensation, organization planning, employee relations, HR systems, training and development in the public sector
- Demonstrated exceptional written and oral communication skills, be a proven communicator and be able to network effectively
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- Demonstrated negotiation and influencing skills that focus on outcomes and be an effective member of the team
- Must have strong people management skills
- High level of initiative, self-drive and able to motivate others to achieve outcomes

Applications close on Friday 28th July 2017

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to 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