

## **POSITION DESCRIPTION**

National Fisheries Authority

### **AM3646 - Human Resources Manager**

The Manager Human Resources reports to the Executive Manager, Corporate Services.

#### **Key Responsibilities:**

- Management of NFA's human resources functions including recruitment, HR planning, training and development, remuneration and benefits, policy and procedures, performance management, employee relations, succession planning and organizational development.
- Provides timely advice and support to management and internal stakeholders on human resources matters and issues to ensure effective decision-making and HR services delivery.

#### **Expected Competencies:**

- Degree in Business Management, Human Resources, Psychology or a related field of study. Post graduate qualifications in Business Management will be well regarded
- Minimum of 10 years experience in all facets of human resource with at least 5 years in a senior human resource management role with a statutory authority or private sector
- Proven experience in human resource strategy, planning and implementation with a good understanding of current and emerging trends in human resource management
- Good understanding of PNG's statutory and regulatory requirements relating to the Fisheries sector as well government goals and objectives including the Public Services General Orders and Public Finance Management Act (PFMA)
- Demonstrated leadership capabilities with strong people management and organizational development skills
- Excellent oral and written communications with high level presentation skills
- Advance computer literacy skills
- Ability to manage competing priorities within limited time frames

**Applications close cob on Friday 13<sup>th</sup> April 2018**

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**