

POSITION DESCRIPTION

Internal Revenue Commission

AM3705 - Manager Recruitment

Our client, **Papua New Guinea Internal Revenue Commission (IRC)** is the agency responsible for the administration of PNG's taxation legislation. IRC is undergoing major reform and capacity building as it transitions from a Public Service Department to a Statutory Authority.

Improving the efficiencies and effectiveness of the IRC is critical to PNG Government policy and IRC is now seeking exceptional candidates who are dedicated to making a difference. This has created exciting opportunities for qualified persons to join this dynamic, "change focused" organisation.

IRC is now recruiting for the following positions / grades:

Manager Recruitment - Grade 8

Reporting to the Director, Organisational Design and Development this position leads and manages the Recruitment team, ensuring well planned and co-ordinated recruitments and that all recruitment and selection decisions are based on merit, open and transparent, non-discriminatory, free of nepotism and any form influence or control by other person.

Key Responsibilities:

- Provide leadership to the Recruitment Team and HR Division by fostering high standards of work performance, positively influencing teams and individuals, negotiating, mediating and resolving conflict and clearly communicating the vision and values of the IRC
- Manage the implementation IRC workforce strategy (plan) to determine current and future workforce requirements for their divisions, inconsistent with annual plans
- Effectively plan and manage the recruitment activities to ensure highly suitable person's selected based on merit and consistent with the recruitment and selection policy and procedural manual
- Ensure new employees receive an effective induction program which will familiarize them with the Commission, their division and their role
- Provide on-going coaching, mentoring, and development and training opportunities to staff within the section to ensure knowledge transfer throughout recruitment projects to build-up junior staff knowledge and capability.

Expected Competencies:

- Degree in Human Resources Management, Business Administration or -extensive industry experience
- Demonstrate depth of knowledge and skills in best practice recruitment and selection processes and other employment laws and regulations
- Proven experience in planning and coordinating recruitment activities. Experience in workforce planning, review and updating of position descriptions, and facilitating new hire induction and orientation
- Track record in developing selection tools including; selection criteria, interview questionnaires and selection tools, writing selection reports, etc
- 5 + years' experience in Human Resources or Recruitment
- Effective planning and project coordination skills and the ability to set and work to (personal, team and organizational) deadlines and work under pressure
- The ability to tackle problems using a logical, systematic, sequential approach
- Strong written skills and the ability to express ideas clearly in conversations and interactions with others at all levels
- Ability to maintain high standard of performance, attendance, work attitude and ethics, and promote IRC values and goals
- Knowledge of Public Service General Orders especially in regard to Recruitment and Selection Desirable.

Applications close COB Monday 3rd December 2018

To apply for this position:

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