

## POSITION DESCRIPTION

### Internal Revenue Commission

#### **AM3711 - Recruitment Officer**

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 focussed" organisation.

IRC is now recruiting for the following positions / grades:

#### **Recruitment Officer x 2 - Grade 4 & 5**

Reporting to the Senior HR Officer, Recruitment & Selection – this position plans and coordinates recruitment and selection activities for normal officer positions, to attract high quality staff at the leading edge of their field, resulting in the right people with excellent skills and the right culture.

#### **Key Responsibilities:**

- Provide assistance with workforce planning to determine current and future workforce requirements for the divisions, in consistent with the IRC annual plans
- Effectively plan and coordinate the process to ensure all recruitment and selection decisions are consistent with the recruitment and selection policy and procedural manual
- Effectively coordinate the appointment and ensure that new employee receive an effective induction program which will familiarize them with the Commission, their division and their role
- Promote high performance standards, attendance, work ethics and attitude, continuous improvements and diversity with the team, division and across IRC workforce
- Develop and maintain high level of customer services and partnership with stakeholders inside or outside the IRC who can provide information, assistance, and support.

#### **Expected Competencies:**

- Min Degree in Human Resources Management, Business Administration or extensive industry experience
- Minimum 3 + years' experience in Human Resources or Recruitment and Selection
- Proven experience in planning and coordinating recruitment activities
- Demonstrate depth of knowledge and skills in best practice recruitment and selection processes, and other employment laws and regulations
- Track record in developing selection tools including; selection criteria, interview questionnaires and selection tools, writing selection reports, etc
- 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 level
- 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 3<sup>rd</sup> 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](mailto: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**