

POSITION DESCRIPTION

National Maritime Safety Authority

AM3762 - Manager - Human Resources

The **National Maritime Safety Authority (NMSA)** was established as a statutory authority through the enactment of the National Maritime Safety Authority Act 2003 to enforce all PNG maritime laws. It is responsible for all maritime safety needs of the shipping and port industries throughout the maritime provinces of PNG. NMSA commenced operation in 2006.

NMSA is inviting exceptional candidates to apply for this key role:

MANAGER – HUMAN RESOURCES

The role is responsible to plan, direct and manage the proper functioning of Human Resource Branch which encompasses supervising the activities of Training & Staff Development, Recruitment, Employee Welfare & OHS, Employee Relations and Payroll Administration.

Key Responsibilities:

- Plan and direct human resource development, performance and career management development programs
- Implement procedures to ensure all staff are well versed with HR Policies and Procedures and to deliver effective and timely HR Services within NMSA
- Participate as a member of HR sub-committee of the NMSA Board in formulating corporate strategies, policies, plans and budgets
- Provide professional advice to Senior Management and Managers on staff grievances within NMSA policy guidelines
- Maintain excellent relationships with key external partners such as Departments of Labour and Industrial Relations, Immigration, Personnel Management, professional bodies and donor partners
- Implement effective coaching and mentoring programs within NMSA and maintain custody over personnel records and files.

Expected Competencies:

- Degree in Human Resource Management or Business Management
- Minimum of 10 years work experience at management level in a similar role
- Ability to resolve complex administrative, operational, technical issues
- Strong leadership, governance and ethics.

Applications close cob Friday 10th May 2019

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