

POSITION DESCRIPTION

Motor Vehicles Insurance Limited

AM7304 - Senior HR Officer

Our client, **Motor Vehicles Insurance Limited (MVIL)** is Papua New Guinea's Compulsory Third-Party Motor Vehicle Insurance provider with 23 branches throughout PNG. MVIL provides insurance cover to owners and drivers of motor vehicles against legal liability claims made by third parties for bodily injury and/or death arising out of motor vehicle accidents. The insurance was made compulsory by law under the Motor Vehicles (Third Party Insurance) Act amended to act as Compulsory Third Party Insurer of all motor vehicles in Papua New Guinea.

MVIL is seeking applications from suitably qualified candidates for this position.

The **Senior HR Officer** reports to the Manager Human Resources.

Key Responsibilities:

- Work efficiently to achieve HR key deliverables within set deadlines
- Attend to staff queries regarding HR matters whilst maintaining effective service levels
- Liaise with external parties (Nasfund IRC) on statutory matters of compliance
- Ensure operational HR support is provided to all staff in the organization
- Liaise with external HR clients to embark on OHS and other activities
- Coordinate staff medicals, health & fitness activities as part of OH&S
- Assist in preparation of HR Management Reports in a timely manner
- Carry out manpower planning & organization structure updates
- Assist with staff movement, transfers and promotions
- Coordinate and handle staff grievances in compliance with the HR Policies
- Administer and coordinate recruitment, selection and induction processes, including on boarding in consultation with Departmental Heads
- Maintain and update the Human Resource Information System (HRIS)
- Assist in coordination of training & development programs for staff
- Maintain and ensure compliance in terms of workplace OH&S
- Monitor and track staff performance and job appraisals
- Administer staff grievance, discipline, counselling and termination processes
- Handle staff benefits and remuneration administration
- Provide feedback to Management to enhance open communications.

Expected Competencies:

- Degree in Human Resources Management or Psychology preferred, or Advanced Diploma
- Must have minimum 5 years work experience as a HR Generalist or similar positions within the public/private sector
- Sound understanding of the PNG HR Laws, Labor & Employment Act
- Goal oriented approach to work and ability to meet deadlines
- Maintain strict confidentiality in processing all HR information is essential
- Apply a high level of attention to detail at all times
- Ability to demonstrate high level of professionalism and customer service
- Excellent business writing and oral communication skills
- Proficient in Microsoft Office Suite
- A team player who strives to assist meet HR KPIs

Applications close COB Friday 19th October 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