



**PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT**

**Human Resource Management**

**JOB DESCRIPTION**

**(CONTRACT POSITION)**

		<b>POS. NO:</b> UNREHRP 001
<b>DEPARTMENT</b> <i>University of Natural Resource &amp; Environment</i>	<b>DESIGNATION/CLASSIFICATION</b> <i>Human Resource Manager</i>	
<b>OFFICE/AGENCY</b> CHANCELLORY	<b>LOCAL DESIGNATION</b> <i>Section Head</i>	
<b>DIVISION</b> <i>Registry</i>	<b>HIGHEST SUBORDINATE</b> Senior HR officer	<b>POS. NO.</b> <i>UNREHRP 003</i>
<b>BRANCH</b> Human Resource management	<b>IMMEDIATE SUPERVISOR</b> <i>Registrar</i>	<b>POS. NO.</b>
<b>SECTION</b> <i>Human Resource</i>	<b>LOCATION</b> <i>Vudal, ENB</i>	

**BACKGROUND**

The mission of PNG-UNRE is to help develop the sustainable use of our diverse natural resources and environment through quality education and research. To achieve this PNG UNRE is committed to developing a culture of high-quality education and research. To this end, the University aims to develop its academic profile, and expend and modernize its infrastructure and management systems

**PURPOSE**

The HR Manager is responsible to the Registrar. The incumbent is concerned with effectively providing advice and services on all aspects of human resource management. This includes staff development and training, appointments and probations, staff appraisal and promotion, Staff Disciplinary & appeals, industrial relations and general HR personnel services.

**ACCOUNTABILITIES**

1. Advice and services on all aspects of human resource management.
2. Provide annual report on Human Resource management activities in line with the University Strategic Targets.
3. Report to Staff affairs committee and Senior Management Team on all HR related matters.
4. Achieve annual Targets and report accordingly

**POSITION AND PERSON SPECIFICATIONS**

**Responsibilities**

- Assist and coordinate human resource management strategic planning.
- Coordinate human resource development including performance.
- Coordinate recruitment and Terminations, staff benefits, salaries, leaves, superannuation and the overall terms and conditions of employment.

- Develop, or review of HR related policies and procedures, terms and conditions; and ensuring compliance With University regulations.
- Organize induction training programmes with the Staff Development and Training office
- Act as member of Staff affairs committee, Senior Management Team, and other various committees established by Council under the auspices of Human Resources.
- Analyze jobs and prepare job descriptions in conjunction with Academic Heads of Department and Section Heads for evaluation purposes.
- Advises and coordinate disciplinary matters, industrial matters, staff grievances, Leaves, and oversee Occupational health & safety.
- Responsible for Develop and coordinate age structure of staff and succession planning.
- Provide support and advice on conducting the annual Target Setting performance review exercise resulting on payment of the annual increment, promotions or training.

### **Essential requirements**

- Demonstrated experience of developing and implementing HR strategies aligned to the achievement of organizational strategic targets, particularly in the context of organizational wide refocusing and transformation.
- Proven ability to develop and maintain trusted adviser relationships with clients and colleagues.
- High level negotiation and influencing skills and the demonstrated ability to work effectively as a senior Member of a management team.
- Ability to conceptualize, plan, lead and manage change management programs/strategic HR projects.
- Thorough knowledge of HR trends and contemporary people management practices used to.
- Sound knowledge of Employment and labor laws, Immigration law, Public Service Management Act (1995), Public Service Finance Act (1995), General Orders 4<sup>th</sup> Edition, Salaries and Conditions Monitoring Committee Act (1988), and all other Agreement and awards of Employment.

### **Desirable attributes**

- Masters in a relevant discipline, with at least 5 years' experience in a senior HR practitioner role, ideally in the tertiary or education sectors.
- Highly developed communication and interpersonal skills, demonstrated through written documentation, reporting and oral presentations.
- Proven leadership and teamwork skills and the ability to build collaboration and cooperation in a changing environment.
- Experience of working with external partners and institutions