



Human Resources Manager, permanent part-time or full-time, or 6-12 month contract (flexible for the right person)

Department: Administration

Reporting to: General Manager

In this new and extremely hands on role, you will work with our senior management team on all aspects of human resources: performance, remuneration and benefit, and talent.

About Global

Global Technologies is a PNG registered company with offices in Port Moresby and Lae with approximately 50 staff. We are one of PNG's leading ICT providers with sister company Global Internet. Global is currently experiencing expansion, giving you this amazing opportunity to become a valued member of our team.

The position is based in Port Moresby, and comes with a salary commiserate with experience.

Roles and responsibilities

The HR Manager will be responsible for all strategic and operational HR activities. You will manage all generalist HR activities including but not limited to:

- Managing the end to end process of the employee life cycle: acquisition, talent pooling, induction, employment contracts, compensation and benefits, training, performance, promotion and off-boarding
- Developing and formalising our human resources policies and procedures to ensure their validity, compliance and best practice
- Delivering on our structure for succession planning based on the skills and behaviours required for respective and successive roles as well as workforce planning
- Championing our employer branding by ensuring our culture and values are reflected at every step of our talent acquisition and engagement
- Working with senior management to develop and deliver employee engagement and retention strategies
- Coaching employees and leaders across numerous facets of HR
- Supporting a variety of strategies for growth

About you

TECHNOLOGIES

Global Technologies Ltd
Spring Garden Road
PO Box 77
Port Moresby 121
National Capital District
Papua New Guinea

☎ +675 321 4322
☎ +675 321 4 67
✉ info@global.com.pg

INTERNET

Global Internet Ltd
Milnef Haveli Road
PO Box 67C
Lae 411
Morobe Province
Papua New Guinea

☎ +675 4727641
☎ +675 4723639
✉ info@global.net.pg



- You have the confidence, knowledge and the ability to demonstrate leadership skills with a flexible, adaptable and proactive approach
- You have a few years' HR Generalist experience within a small to medium sized company undergoing change and growth
- You want to grow with our company
- You are always on the lookout for ways to improve existing systems and enhance employee well-being

What you will need to succeed

- Experience in a HR Generalist or Manager role – preferably in a service related industry
- Must have team management experience
- Exceptional verbal and written communication
- Tertiary qualifications in Human Resources
- Demonstrated success in supporting employee relations discussions
- Creation and delivery of a robust recruiting, assessing, and interviewing programs, including proactive talent acquisition and talent pooling
- Hands on experience with the facilitation of payroll and allocation of leave entitlements
- Practical knowledge of employment standards legislation and other regulatory requirements for local and international staff
- A practical, can-do approach to problem solving combined with exceptional communication and people skills
- An appreciation for discretion and confidentiality and possessing good commercial acumen
-

Desirable:

- Previous experience preferably in a customer service/professional office environment.
- Basic driver's licence.



TO APPLY:

Submit your cover letter and resume addressing this position description to jobs@global.net.pg by Friday 22nd February, 2019.

Applicants can direct questions to jobs@global.net.pg