



Position Vacancy: Re-advertising

The Papua New Guinea National Research Institute (PNG NRI), seeks suitable candidates to fill the under mentioned positions with highly motivated, purpose driven and result-oriented individuals.

MANAGER - HUMAN RESOURCES

Position No.: NR-CD-005

This position is a middle level management position on a 3-year renewable contract reporting to the Deputy Director Corporate Services. Salary Range is at **Grade NR12** under the PNG NRI Salary Scale for Non-Research Staff. Base Salary: **K52,763.00 - K58,626.00 per annum** plus DMA and other allowances. The position is based at the PNG NRI Waigani Campus, on the corner of Goro-Kaeaga Road and Waigani Drive, Port Moresby.

Qualifications and Experience:

- Minimum of Bachelor's degree in Human Resource Management, or Business Administration, or Public Administration, or Public Relations, or Industrial Relations, or Psychology, or related fields.
- Minimum of 5 years' experience in a human resources management or supervisory role.
- Membership of professional human resources body such as PNG Human Resources Institute (PNGHRI) or Australian Human Resources Institute (AHRI).

Requirements:

- Thorough knowledge and demonstrated experience of human resource management.
- Demonstrated ability to manage staff recruitment and welfare issues.
- Working knowledge of *Public Service Management Act and General Orders*.
- Familiarity with human resource best practices.
- Working knowledge of Hay Job Evaluation charts is an advantage.
- Ability to supervise, mentor and counsel staff.
- Demonstrated experience dealing with relevant Government departments.
- Working knowledge of relevant Human Resources Information Management Systems.
- Working knowledge of Microsoft Office suite of programs.
- Sound analytical and problem solving skills.
- Good organisational skills and attention to details.
- Strong ability to prioritise tasks and to delegate tasks to subordinates.
- Good interpersonal, negotiation and conflict resolution skills.
- Good verbal and written communication skills.
- Effective time management skills.

Application Requirements:

- Cover letter that explains how the applicant meets the position requirements.
- Curriculum Vitae.
- Certified Copies of Degree Certificates and Transcripts, and Awards
- Valid ID Card.

Applications can be submitted at the reception at PNG NRI Waigani Campus, on the corner of Goro-Kaeaga Road and Waigani Drive, Port Moresby or by post to the Chairman, Staffing and Appointments Committee, National Research Institute, PO Box 5854, Boroko, NCD, Papua New Guinea, or by email to: lucy.avei@pngnri.org and copied to kani.kikman@pngnri.org

Applications close: Tuesday 19 July 2022 at 4:06 PM

Authorised by: **Dr Osborne Sanida - Director, PNG NRI**

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