



Public Service of Papua New Guinea

JOB DESCRIPTION

		POS. NO.: NISITCOP.023
DEPARTMENT : NATIONAL INSTITUTE OF STANDARDS & INDUSTRIAL TECHNOLOGY	DESIGNATION/CLASSIFICATION: ASSISTANT HUMAN RESOURCE OFFICER GR. 6	
OFFICE/AGENCY:	LOCAL DESIGNATION: ASSISTANT HUMAN RESOURCE OFFICER	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE:	POS. NO.:
BRANCH: HUMAN RESOURCE & ADMIN	IMMEDIATE SUPERVISOR: HUMAN RESOURCE OFFICER	POS. NO.: NISITCOP.017
SECTION: HUMAN RESOURCE	LOCATION: BOROKO, NCD	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
IMP 6-1-NISIT	28.09.2006	Reno/Redes/Reclass/Revise duties.

1. General Purpose

- Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training.

2. Roles and Responsibilities

- Establishing and maintaining Interpersonal Relationships – develop constructive and cooperative working relations with other employers.
- Communicate with Supervisors, Peers, or Subordinates – provide information to supervisors, co-workers, and subordinates through different methods of communication; ie: e-mail, memos, telephone, etc....
- Responsible for maintaining organized and up-to-date HR files; which includes employees' benefits, employment status and responsible for HR files audit to ensure that all NISIT required documents are collected and are maintained in employees files

- Assisting in recruitment and employment, employee and/or labor relations, job evaluation, compensation management, benefits administration, organizational development and training.
- Responsible for orienting new employees to NISIT. HR assistant is the point person for all new employees' questions.
- Assist in processing payroll; includes number of hours worked, vacation or sick leaves are recorded and maintained. Attend to employees queries on payroll.
- Assist with the staff of NISIT on Performance Appraisal
- Assist as liaison between the NISIT and insurance or retirement benefit vendors for employers
- Assist to plan and oversee employees' recognition events, such as Christmas party, employee recognition dinner, etc....
- Providing administrative support for the HR managers and HR team.
- Coordinating with external vendors to process HR related payments.
- Maintaining the HR database of employee information and implementing changes in personnel records and documentation.
- Responsible for other clerical support duties for the HR manager such as departmental filing, answering the phone, travel arrangement for NISIT staff and other duties that are delegated by the HR Manager.

3. Qualification and Experience

- Bachelors / Associate degree in HR (Business) or its equivalent with 3 years of experience in the field or in a related area.

4. Knowledge

- Sound knowledge of staff Benefits Programs
- Basic understanding of the HR roles and functions
- Sound knowledge of HR Software such as HRIS, MS word, MS Excel or spread and knowledge of accounting package would be an advantage
- Knowledge on e-mail would be highly proficient
- Sound knowledge on the policies and regulations of NISIT
- Sound knowledge on recruitment and appointment policies
- Knowledge on administrative routines of NISIT will be an advantage
- Basic knowledge on processing payroll efficiently and accurately

5. Key Competencies

- Possess effective organizational skills
- Excellent interpersonal skills
- Time management skills
- Excellent verbal and written communication skills
- Problem analysis and problem solving skills

- Effective listening and Communication skills
- Information management skills
- Customer service skills
- Team building skills
- Decision making skills
- Possess multitasking skills

6. Positive attitudes

- A self-starter
- Team player
- Detail-oriented and flexible
- Innovative individual with creative ideas
- Ability to multi task and meet tight deadlines
- Be honest and trustworthy
- Detailed oriented team player
- Demonstrate a good sound work ethics
- Be respectful and have positive attitude

7. Performance Criteria

The successful applicant in this position will be measured by;

- Managing personal files and stay focused on NISIT projects
- Manage and check organization (NISIT) charts are correct and are up-to-date
- NISIT employees files do not contain information prohibited by law and NISIT regulations and policies
- Assist to find qualified employees for NISIT and adjust them to the organization
- Ensure application forms contain all relevant information, job posting correctly describe the ideal candidate's qualification
- New employees of NISIT have completed all pre-employment test according to NISIT policies
- Arrange orientation seminars and welcoming events for new employees
- New employees signed the organization (NISIT) code of conduct and have completed legally required training and is signed by the Director General
- Assist effectively to help process payroll efficiently and accurately
- Demonstrate an understanding of NISIT policies and regulations
- Support organization's (NISIT's) commitment to improving employee relations

8. The organization relationship

- Reports to: Senior HR Officer
- Supervises: Nil.
- External Relationships: NISIT staff and external partners