



Christian Health Service (PNG)

1. IDENTIFICATION

AGENCY: Christian Health Service	POSITION NUMBER: CHS – NSEC – 023	POSITION REFERENCE NUMBER: HRM023	
DIVISION: Corporate Service	DESIGNATION/CLASSIFICATION: Human Resource Officer:		SALARY GRADE: 12
BRANCH: Human Resource	REPORTING TO: Human Resource Manager	POSITION NO: CHS – NSEC - 023	REF NO: HRM023
SECTION: Human Resource	POSITION LOCATION: NATIONAL CHS SECRETARIAT – PORT MORESBY		

2. PURPOSE

To provide support in the various human resource functions, which includes recruitment, staffing, training and development, performance appraisal, employee counselling and maintenance of all processes and policies for the CHS Secretariat

3. SCOPE

The incumbent reports to the Human Resource Manager and provides advice and assistance to staff. This may include information on training needs opportunity, job descriptions, performance reviews and personnel policies of the Secretariat.

The position coordinates staff recruitment process, provides advice and support to supervisors and staff selection committees to ensure that they have accurate and timely information in order to make effective decisions

4. PRINCIPLE ACCOUNTABILITIES

- To provide HR support to CHS Secretariat staff and develop a framework
- Monitor staff performance and attendance activities by reviewing of KRAs on a regular basis
- To coordinate staff recruitment and selection processes in order to ensure a timely organized and comprehensive procedure is used to hire staff
- To provide information and assistance to staff, Superiors and Church Agencies on human resource and work related issues
- To develop and maintain HR Policies and implementing operational tools for the Secretariat that may be adopted by the Agencies
- Prepare and submit CHS Secretariat fortnightly timesheets for salary processing
- Attend to all CHS Secretariat Payroll Queries including Nasfund, Tax and other deductions or rentals
- Provide routine update to Human Resource Manager for Management briefing

- Attend meeting, workshops and conferences for information and or for behalf of CHS (PNG) in terms of Human Resource Management

5. MAJOR DUTIES

- Maintain and update CHS Secretariat Staff personnel records and files
- Prepare, monitor employees Employment Contracts and Appraisals
- Prepare documents and notices for employment commencement, termination, end of contract and leave for CHS Secretariat Staff
- Prepare notices for new hires, suspension or termination
- Monitor and maintain staff leave records and leave credits
- Attend to all CHS Staff personnel queries
- Do orientation and Induction with new staff
- Review and update of CHS Personnel Policy when required
- Organising Staff Uniform, Work ID and replacements and other work issues annually
- Develop a resource Bank for HR Information and Tools
- Identify training and development needs and opportunities for staff
- Negotiate possible scholarships or sponsors for staff development
- Monitor and Maintain establishment records for all affiliated church members
- Provide update establishment reports when required
- Attend to HR related queries from affiliated church members
- Maintains Affiliated Church Agency member files for HR support
- Do monthly update to the HR Manager
- Any other duties as delegated by the HR Manager or the Executive Director

6. NATURE AND SCOPE

- The incumbent reports directly to the Human Resource Manager and work in close consultation in all HRM aspects involving management functions like planning, organizing, directing and controlling. It may also involve procurement, development, maintenance and management of human resource for CHS Secretariat

6.1: WORKING RELATIONSHIP

(a) Internal

- All CHS Secretariat Staff
- CHS Management
- CHS Executive Board

(b) External

- CHS Affiliated Church Agencies [Service & Training]
- Central Government Agencies
- Stakeholders & Partners
- Clients and Service Providers

6.2: WORK ENVIRONMENT

The position workload will be quiet demanding at times where the incumbent will have to work odd or long hours. The Human Resource Officer will have to serve a number of queries at one time and may be interrupted frequently to meet needs and requests of staff. The incumbent may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

To ensure all planned HR activities are implemented and measured against the Key Performance Indicators. All HR frameworks and tools are user-friendly and targets set are achievable

8. CHALLENGES

A challenging role that requires a result orientated person to meet the work demands and set targets against the set KRA's in a timely manner

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualification

- Must have a Diploma or Bachelor in Human Resource Management
- Affiliated member with PNG Human Resource Institute

(b) Knowledge

- Knowledge of Employment Act
- Sound knowledge of Labour Laws
- PNG General Order and other relevant employment knowledge
- IRC and Superannuation Laws
- All different Health Awards

(c) Skills

- Must Computer literate
- High level of presentation and communication skills
- Effective organisational skills
- Interpersonal and communication skills
- Conflict Management and Problem solving skills
- Ability to communicate and interpret information to Superiors

(b) Work Experience

- Have at least 2 years of work experience in Human Resource or related field

(c) Other Attributes

- Must be a committed and practising Christian
- Must be a team player, self-motivator and result orientated person
- Able to work under less supervision

- Must be reliable, honest and demonstrate empathy and eager to quickly assimilate new concepts and ideas.
- A role model and be able to demonstrate professionalism towards different situation and cases
- Tactful personality
- Be able to teach others and transfer knowledge
- Must be able to maintain confidentiality of information and files

10. VARIATION

This Job Description (JD) will be subjected to review from time to time as and when required, approved and endorsed by the CHS Executive Board