



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION

POSITION NO.:	316017
CLASSIFICATION:	N07
POSITION TITLE:	Assistant HR Officer – Recruitment and Selection
IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:	N12 Senior HR Officer – Recruitment and Selection
HIGHEST SUBORDINATE CLASSIFICATION & POSITION:	
SCHOOL/OFFICE:	Office of the Registrar
DIVISION/STRAND:	Human Resources
BRANCH:	NA
SECTION:	NA
LOCATION:	Central Administration, Ground Floor, Gunther Building

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Provide a range of Human Resource (HR) services and advice to University of Papua New Guinea staff as part of a team environment.

ACCOUNTABILITIES

- Responsible and accountable for assisting in the provision of daily advice and processing of HR activities and reporting directly to the Team Leader on a regular basis.

MAJOR DUTIES

- Provide a client service and advice to UPNG staff on a variety of HR matters.
- Assisting in the processing of HR activities in accordance with approved University Acts and Statutes, public service terms and conditions where applicable, other relevant legislation and internet policies.
- Adopt a continuous improvement approach to work and identify areas for improvement.
- Assist in the updating and maintenance of staff salary and history records with integrity and honesty.
- Work in a team environment where work is shared equitably among team members and assist other team members in busy periods.
- Share your knowledge and ideas and assist other team members to be able to undertake their day to day duties.
- Meet weekly with team members to ensure effective communication and coordination of activities occur.
- Undertake a range of other human resource functions as delegated by the Team Leader or Director HR.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

"Persons employed at Grade 7 shall typically perform duties as a skill level which assumes and requires knowledge or training equivalent to:

- Completion of an associate diploma level qualification with relevant work-related experience or a certificate level qualification with post certificate relevant work experience; or
- Completion of a post-trades certificate or advanced certificate and extensive relevant experience and on-the-job training; or
- An equivalent combination of relevant experience and/or education or training

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

- Knowledge of UPNG HR legislation, public sector policies and procedures.
- Ability to interpret and provide advice on HR policies and procedures.
- Ability to work as a team member and perform duties as directed by the team leader.
- Basic oral and written communication skills including computer skills such as Microsoft Word and Excel.
- Problem solving skills and the ability to meet deadlines.
- Highly motivated, honest and reliable.
- Demonstrated capacity to treat staff fairly and equitably
- Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.:	DATE OF VARIATION	DETAILS
	25 November 2010	Approved at Council Meeting