



WWF® for a living planet®

## VACANCY

### Human Resources Officer PNG

WWF-Pacific, the global conservation organization is seeking to recruit a **Human Resources Officer** who will report directly to the Country Manager PNG and technically, to Regional Head of Human Resources. We seek an individual with experience in the area of human resources, possess sound knowledge of local labour laws, ability to work independently and with initiative, is motivated and shares our values.

The position will be based in WWF-Pacific's Port Moresby Office, Papua New Guinea.

#### Requirement Qualifications and Experience

- Bachelor's degree in Human Resources Management, Industrial Psychology, Public Administration or Business-related field.
- At least three to five years' experience in a civil society organization within the Pacific Island region, with a background in human resources, administration or management.
- Sound knowledge of local labour laws is essential.
- Experience in payroll processing is essential.

#### Required Skills and Competencies

- Demonstrated ability to work both independently and in a team, particularly in the implementation of inter-departmental and cross-country activities and projects.
- Attention to detail.
- Articulate and ability to produce quality work.
- Possess drive and initiative, with a proven ability to achieve objectives.
- Excellent communication skills, fluency in both written and spoken English and Tok Pisin.
- Knowledge and demonstrated application of local labour laws.
- Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team.
- Knowledge of latest trends in human resources.
- Proven ability to set priorities while working under minimal supervision.
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Brings to life, WWF's Ways of Working which are: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.*
- Identify and align with the core values of the WWF organization: *Courage, Integrity, Respect & Collaboration.*

#### Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health (medical cover), and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 2 years depending on annual performance review and funding availability.

### **Job Descriptions**

For more information on the role, the job description that interest you can be downloaded from our website: [www.wwf-pacific.org](http://www.wwf-pacific.org)

### **How to Apply?**

If you have the relevant experience and qualifications, you are encouraged to send an application, including a complete CV with full contact details of three referees in PDF format. Applications addressed to the Regional Head of Human Resources, should be sent via email with the subject **'Human Resources Officer PNG'** to [ppo.hr\\_recruit@wwf-pacific.org](mailto:ppo.hr_recruit@wwf-pacific.org) by **Monday, 04<sup>th</sup> October, 2021**

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.