

WWF PACIFIC

JOB DESCRIPTION

Position title: People & Culture (P&C) Officer

Department: People & Culture (P&C)

Reports to: Country Manager PNG
With a dotted line, technically to Pacific Head of People & Culture, Suva, Fiji

Supervises: Nil

Location: Port Moresby, Papua New Guinea

Date: November 2023

I. Mission of the Department :

- To develop and sustain human resource services in compliance with network standards and local labour laws, at optimum level to cost effectively deliver the goals and objectives of the organization's Strategic Plan.
- Improve P&C processes, procedures and strategies that support business growth, improves morale, employee retention and develops people with a strong commitment to deliver.

II. Major Functions:

- Assist the P&C Manager in the development and implementation of People & Culture Strategy for PNG.
- Ensure the PNG Health & Wellbeing and Social Committees are functioning well providing for better work life balance and productivity.
- Ensure the PNG OHS Committee is operational and working towards health & safety compliance.
- Provide efficient people and culture service delivery to internal, regional and international WWF teams.

III. Major Duties and Responsibilities

- Assist co-ordinate the recruitment and selection process ensuring compliance with all relevant statutory requirements including local labour laws and WWF International standards.
- Assist deliver high quality starter induction and orientation including the provision of a suitable welcome pack and monitor progress during the probation period.
- Maintain up-to-date probation checklists and support managers in the diligent management of the probation period including appropriate and timely communications between the managers, new staff and P&C.

- Assist with relevant P&C policy compilation and trainings and provide policy advice, as and when required.
- Assist in the facilitation of contract management through employment contract drafts, contract listings and the monitoring of staff contract end-dates and renewals.
- Administer and manage all leaves in consultation with managers and staff.
- Ensure all staff files are updated regularly, stored properly and secured for confidentiality both as a hard copy and on the internal P&C server.
- Assist undertake employee exits process including exit interviews, final payments, proper handover processes between managers and employees and farewell functions.
- Assist in the preparation of P&C Reports, not limited to Manpower & Movement Statistics, Leave, Occupational Health & Safety (OHS) and Health and Wellbeing (HWB).
- Compile payroll documentation, attendance and timesheet summaries and process payroll for staff and casual staff.
- Assist in the follow-up and collation of all performance appraisal forms in liaison with P&C Manager.
- Responsible for the facilitation of staff medical cover, annual renewal and medical claims.
- Assist collate information required by WWF International as and when required.
- Lead the OHS Committee in the planning and co-ordination of OHS related activities including budgets, meetings, site & incident inspections, OHS inductions, fire and natural disaster emergency drills, OHS and first aid/responder training.
- Review OHS Policy on an annual basis for relevancy and compliance to local labour laws and WWF International standards.
- Work with the OHS Committee and SMT on the implementation of the OHS Policy Action Plan, including emergency and evacuation plans and awareness to all staff.
- Responsible for planning and coordinating of Social Committee activities inclusive of budgets, meetings, calendar of events, team building and various social functions.
- Responsible for co-ordinating the Health & Wellbeing (HWB) Committee in the planning and implementation of HWB Programme inclusive of policy, budgets, meetings, calendar of events and other HWB activities.
- Perform other Human resource related duties as requested by supervisor.

IV Profile :

Minimum Required Qualifications & 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.
- Experience in human resource information system.

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 track record of working to timelines.
- Has a flexible approach and a willingness to work outside normal hours.
- Proven ability to set priorities while working under minimal supervision.
- Proven ability to work under pressure and meet strict reporting deadlines.
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Knowledge of various tools/platforms - Zoom, Teams, LinkedIn would be an advantage.
- 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*.

I. Working Relationships:

Internal:

- Interact consistently with all PNG staff on awareness of human resource policies and processes.
- Liaise with P&C team in Solomon Islands and Fiji offices.
- Liaise with WWF International People and Culture team.

External:

- Engage with P&C consultancy and banking organizations on P&C/payroll/remuneration/job evaluation systems; training/tertiary institutions and other NGOs, IRC, Nasfund, Immigration, Labour and Environment departments.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____

Date: _____

Accepted by Staff member: _____

Date: _____