

## **JOB DESCRIPTION**

**Position title:** Human Resources and Administration Officer

**Reports to:** PPO Human Resources Manager  
Country Manager PNG

**Supervises:** Nil

**Office:** WWF-Pacific PNG Office

**Location:** Madang, PNG

**Date:** August 2015

### **I. Mission of the Department/Function:**

By 2020, WWF-Pacific is a desirable place to work with staff capacity & resources improved to provide greater leverage and commitment in achieving WWF-Pacific's conservation goals.

### **II. Purpose:**

- Assists the PPO Human Resources team in delivering on the key activities as outlined in the human resources FY16 Annual Plan and providing critical human resources advice & support to the PNG team on a daily basis.
- Provides effective administration services to the PNG team & external customers through the innovative use of skills, knowledge, technology, a dynamic team approach and effective communications.
- Provides some M&E support for the PNG team during crucial reporting periods.

### **III. Major Duties and Responsibilities :**

#### **Human Resources:**

- Ensures all employee contracts relating to WWF PNG staff (full-time, short-term, part-time, interns, volunteers and consultants) are monitored, updated and maintained.
- Assists in the preparation of HR Monthly Manpower & Movement Statistics.
- Assists, administers & manages leave including; annual, sick, maternity and compassionate, in liaison with staff and relevant managers. This includes providing weekly updates to WWF PPO HR Department.
- Assists in the induction process for new staff, interns and volunteers.
- Ensures that all WWF PNG staff employee files are updated regularly, stored properly and secured for confidentiality both on the internal server and in hard copy.
- Maintains the strict confidentiality of WWF PNG staff personal details, medical, and contract information.

- Assists in the follow-up and collation of all AIM performance forms in liaison with WWF-PPO HRM.
- Assists with recruitment & selection preparation & logistics including the updating of recruitment database.
- Assists in the exit process for all exiting employees including exit check-lists, exit questionnaires & final pay and benefits entitlements and facilitates the proper handover between manager and exiting employee.
- Facilitates 'welcome' and 'farewell' activities for new and departing staff, as well as other team building activities for the organization.
- Becomes confident in understanding HR policies & procedures for better leverage and ability to assist internal staff.
- Provides policy advice, awareness and training as and when required.
- Performs other human resource related duties as requested by PPO Human Resources Manager.

#### **Administration:**

- Monitors the daily attendance register on a weekly basis with records provided on a monthly basis to WWF PPO HR.
- Monitors use of the WWF vehicle or vehicles – mileage and fuel costs - keeping a record from the log sheet on a daily and weekly basis and providing a summary on a monthly basis.
- Develops and maintains a manual/electronic filing system for the administration of the WWF PNG Office.
- Manages petty cash through reconciling of daily and weekly balances
- Prepares wages of casual staff (driver and office cleaner) through the processing of weekly time sheets.
- Ensures that the server filing system is updated and sequentially referenced.
- Ensures a proper inventory of office assets is regularly recorded, updated and a periodic assessment of assets is carried out and logged.
- Is responsible for safe-keeping and maintenance of all office equipment.
- Is responsible for implementing approved WWF purchasing procedure by ensuring all purchases for the WWF PNG are supported by source documents, quotations and proper authorisation is sought.
- Provides assistance in arranging appointments, visits and travel arrangements for WWF PNG staff and visitors.
- Assists WWF PNG staff with meeting and workshop arrangements.
- Assists with administrative tasks as delegated by the PPO Human Resources Manager.

#### **Monitoring & Evaluation:**

- Assists the PPO M&E Co-ordinator in ensuring timely submission of annual & strategic plans and technical progress reports.

#### **Minimum Required Qualifications:**

- Bachelor's degree in human resources management, management & public administration, industrial relations or business related field.
- At least 1-2 years' experience in human resources and/or industrial relations and/or administration work.
- A sound knowledge of local labour law would be an asset.
- Experience in payroll processing would be an advantage.
- Experience in project management and monitoring & evaluation would be an advantage.

#### **Required Skills and Competencies**

- Demonstrated ability to work both independently and in a team, particularly in the implementation of best human resources and administration practice.
- Sound understanding and preferably practical experience in performing human resources & administrative tasks in an NGO working environment.
- Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team; and proven ability to work effectively with a range of partners.
- Excellent communication skills, fluency in both written and spoken English and Tok P'sin.
- 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
- Possesses drive and initiative, with a proven ability to achieve objectives
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.

## **V. Working Relationships:**

### **Internal:**

- As relevant for the position, engage with all internal PNG staff and the PPO Human Resources and M&E teams in Fiji as appropriate.

### **External:**

- Liaise with HR-related organizations (immigration, labour, pension) as well as visitors and relevant stakeholders.

This job description covers the main tasks. Other tasks may be assigned as necessary according to organizational needs.

Approved by PPO Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_