INDEPENDENT CONSUMER & COMPETITION COMMISSION

JOB DESCRIPTION

POS NO.: FADICCC

DEPARTMENT: Independent Consumer & Competition Commission

DESIGNATION/CLASSIFICATION: Senior Human Resource Officer – Grade 10

DIVISION: Finance & Administration

HIGHEST SUB-ORDINATE: Nil

LOCATION: Headquarters, Port Moresby, NCD

IMMEDIATE SUPERVISOR: Manager Human Resource

HISTORY OF POSITION DETAILS

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<th>REF NO:</th>
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<td>01.01.2014</td>
<td>Upgraded and Reclassified</td>
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PURPOSE

- Responsible for assisting the Manager Human Resources in effectively carrying out the Human Resources duties and responsibilities.

ACCOUNTABILITIES

- Accountable to the Manager Human Resources in the discharge of all responsibilities entailed herein.

MAJOR TASKS (KRA):

- Assist the Manager Human Resources in the discharge of general Human Resource administration duties;
- Assist in the Employment Contracts;
- Assist in the annual medical and life insurance proposals for staff and senior management;
- Assist in Recruitment and maintaining incoming/outgoing stationery register;
- Obtain quotations for office stationeries and equipment;
- Process fortnightly wages for staff on a timely basis;
- Process PVAs;
- Assist bank reconciliation; and
• Assist in PGAS administration.

REPORTING AND WORKING RELATIONSHIP

INTERNAL
• Report to the Manager Human Resources;
• Liaise with Divisional and Branch Managers on HRD and Payroll Administration matters affecting the operation of ICCC;

EXTERNAL
• Liaise with Departments of Personnel Management and Finance and other Professional Bodies and Institutions on matters relating to the payroll operation of ICCC.

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS
• Diploma or Certificate in Human Resources, Public Administration or Office Administration/management or any such related field;

EXPERIENCE
• 5 years experience in related function with a sound understanding and exposure in Concept/Alesco Payroll System coupled with strong training administration background;

KNOWLEDGE
• Must have a sound knowledge and understanding and appreciation of the various Act and Legislations relative to ICCC roles and functions;
• Must be familiar with and have the ability to interpret the various Policies and Procedural Guidelines relating to HR functions;

SKILLS
• Demonstrated ability to work with less supervision and under pressure and to prescribed deadlines;
• Be a self-starter and a team-player with demonstrated leadership qualities;
• Mature, innovative, analytical and of sober habits;
• Must possess strong administrative skills and ability in multi-skilling with excellent interpersonal and communication skills;
• Proven ability to forge, foster and maintain strong internal and external cliental relationships and professional HR network;
• Demonstrated proficiency in Microsoft Office Applications (Word, Excel, Access, Power-Point);

AUTHORISED by: Assoc.Prof.Billy Manoka, (PhD)
Commissioner/CEO