



The Catholic Bishops Conference of Papua New Guinea and Solomon Islands is inviting qualified and experienced Catholic Professionals who know and respect the beliefs, values, and structure of the Catholic Church to apply for the following positions:

Human Resource Manager

Duties & Responsibilities:

- Act as the resource person of the Catholic Church on all human resource management matters.
- Regularly review and update all human resources policies/ guidelines, employee records, and disseminate updates.
- Work with all officers with subordinates to plan, review, and set performance goals & career development program for all staff including undertaking regular periodic staff performance evaluation.
- Manages all recruitment, selection, and employment process.
- Prepare and set the standard materials in conducting new employee induction.
- Coordinate and lead the preparations of office events.
- Assist guide Supervisors and Unit Heads on matters of staff performance and disciplinary actions.
- Regularly review employee benefits programs and prepare updates for Management's consideration.
- Ready to take up other tasks and responsibilities whenever needed.

Qualifications, Skills and Competencies

- Degree in Human Resource Management with minimum 5 years as a HR Supervisor/Manager
- Enthusiastic and self-motivated with strong Christian values and morals.

ARCHIVIST

Duties & Responsibilities:

- Act as the resource person of the Catholic Church on all archiving matters.
- Maintain and Manage the historical archive of the Catholic Bishops Conference of Papua New Guinea and Solomon Islands.
- Review, and set standards & guidelines in appropriate handling of materials for historical archiving.
- Develop an electronic archiving system and associated standards.

Qualifications, Skills and Competencies:

- Degree in Library Management or Information Management with minimum 5 years' experience
- Enthusiastic and self-motivated with strong Christian values and morals.
- Computer-literate.

Interested applicants are required to submit copy of application with curriculum vitae, copies of educational qualifications and the contact details of at least three referees.

Please note that only short-listed applicants will be contacted. All applications should be lodged or emailed no later than 4:30pm Friday, 16th October 2020 and addressed to:

The General Secretary, Catholic Bishops Conference of Papua New Guinea & Solomon Islands Section 100 Lot 28, Godwit Street, Gordons, NCD (PO Box 398, Vision City Waigani 131, NCD) or email cbcea@catholic.org.pg