

Position Description



Position: HR Generalist

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	01.10.2025
PD Approved By (Position Title):	Chief People & Culture

Primary Purpose of the Position

To provide broad HR support across core functions including recruitment, onboarding, employee relations, training coordination, HR records management, and compliance. The HR Generalist ensures smooth execution of HR policies and practices that support a high-performing and compliant workforce.

Reporting Relationships

This Position Reports to:

The Executive Manager HR

Direct Reports:

1. Nil

Key Working Relationships (Internal & External)

Internal:

- All Chief Officers
- Executive Managers
- Managers
- Staff

External:

- SOEs
- HR organizations

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelor's degree in Human Resource Management, Business Administration, or related field.

Skills, Experience and Behavioural Competencies required for this position:

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Behavioural Competencies

Competency	Description
Interpersonal Skills	Builds strong working relationships with staff at all levels.
Confidentiality & Ethics	Handles sensitive information with discretion.
Organisation & Time Management	Manages multiple priorities effectively.
Communication	Delivers clear written and verbal updates.

Technical Competencies

Competency	Description
Recruitment Process	Understands sourcing, screening, and onboarding.
HR Administration	Manages HR records, contracts, and systems.
Employment Law	Applies local labor regulations to HR practices.
Training Coordination	Supports planning and implementation of development programs.

Experience

- 3–5 years' experience in a generalist HR role or similar.
- Working knowledge of Papua New Guinea employment laws and HR best practices.
- Experience using HRIS systems and Microsoft Office tools

Key Accountabilities

Recruitment & Onboarding

- Support end-to-end recruitment processes including job postings, screening, and scheduling.
- Coordinate onboarding activities, induction sessions, and new hire documentation.
- Maintain recruitment trackers and candidate databases.

HR Administration & Records

- Maintain accurate and confidential employee records (digital and hardcopy).
- Ensure timely updates of personnel files, leave balances, and employment contracts.
- Prepare standard HR reports (e.g., headcount, turnover, leave usage)

Policy Compliance & Support

- Ensure adherence to KCH HR policies and employment laws.
- Assist in policy implementation and communicate updates to staff.
- Contribute to audits and compliance checks as required.

Employee Relations & Support

- Assist in handling employee inquiries and resolving HR-related issues.
- Support employee engagement activities and internal communication initiatives.
- Participate in investigations and documentation of employee relations cases.

Training & Performance Support

- Coordinate logistics for staff training sessions and development workshops.
- Track employee training records and assist in performance appraisal processes.
- Maintain compliance with mandatory training and development plans.

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Incumbent:	
Signature:	Date:

Position: Chairman	
Signature:	Date: