



A member of the Federation of Savings & Loan Societies Ltd

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## POSITION VACANCY: PEOPLE & CULTURE OFFICER

We are seeking to recruit a qualified and highly motivated **People & Culture Officer** for our **People & Culture Division**. Reporting to the Head of P&C, the successful incumbent will be responsible for providing administrative support to all functions of the People & Culture Division. This will include providing best customer service to internal and external stakeholders, manage office supplies, logistics support and coordinating documentation & records management of the P&C Division in compliance to best P&C practises and TISA Group Standard Operating Procedures.

### Key Accountabilities:

- Coordinate the day-to-day administrative operations of the P&C Division.
- Effectively manage all document and staff records of TISA employees (hard and electronic copies).
- Assist in payroll preparation by providing relevant data (absences, leaves, promotion, demotion, etc.)
- Effectively handle all employee requests regarding leave entitlements, confirmation letters, uniforms, etc.
- Assist in rolling out key HR projects, surveys, and related events - may include logistics and procurement.
- Provide first-level support in handling staff complaints and grievance and escalate as and when necessary.
- Assist P&C Advisors in conducting recruitment, performance management, training, etc.
- Assist P&C Advisors in conducting new hire onboarding, floor-walk, and orientation.
- Assist in Audit requirements & ensuring a high level of compliance within the P&C Division.

### Key Educational Qualification, Requirements and Experience:

- Diploma or Bachelor's Degree in Human Resources, Business Management, or related discipline
- Must be member of the Papua New Guinea Human Resources Institute.
- 3 years' experience in HR Administration, banking/finance industry.
- In-depth knowledge of P&C policies and procedures.
- Ability to fully utilize Office Tools (MS Office) and related systems (TechnologyOne)
- Ability to organize and communicate with different stakeholders to resolve issues or drive initiatives.
- Must be able to work after hours and/or on weekends as and when required to.
- Must have excellent communication, analytical and problem-solving skills.
- High level of documentation, analytics, and reporting skills

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture  
Teachers Savings & Loans Society  
PO Box 319, Waigani National Capital District  
Email: [TISA.Recruitment@tisa.com.pg](mailto:TISA.Recruitment@tisa.com.pg)

**ONLY shortlisted applicants will be contacted**

**Applications close at 4:00 pm, Friday, 03<sup>rd</sup> May 2024**

### Note:

Candidates deemed successful after the 'Interview Process' will be subjected to providing the following Pre-Employment Requirement(s).

1. Medical Examination Report from recognized medical institutions. (No older than 12 months)
2. Police Clearance Certificate (No older than 12 months)
3. COVID-19 Vaccination Certificate