



VACANCY ANNOUNCEMENT

Organization Background

The Wildlife Conservation Society (WCS) is an international non-government organization committed to working with communities, government and other partners to manage wildlife, lands and seas for biodiversity and human-well-being. WCS PNG seeks a **Human Resource Officer** based in Goroka, Eastern Highlands Province. The position will report to the Human Resource Manager.

Role Dimension

This position will provide administrative and operational support to the HR Manager to ensure efficient and effective human resource services within the PNG Program of Wildlife Conservation Society. The role focuses on executive tasks that help accomplish HR goals for WCS PNG. The successful incumbent would primarily assist with HR documentation, recruitment coordination, employee records management, and general HR administration.

Key Selection Criteria

Education/Credentials

- A graduate diploma or higher qualification in Human Resource Management, Business Management, Business Administration/Management, or a related field
- Copy of a valid PNG Police Clearance and National Identity (NID) Card
- Member of the PNG Human Resource Institute (PNG HRI) would be an advantage

Experience

- Requires a minimum of 3 – 5 years of relevant HR or administrative experience
- Solid understanding of HR administration, local employment legislations and practices,
- Demonstrated experiences managing sensitive, confidential records and documents with high level of integrity

Desirable Experience

- Considerate and deliberate in dealing with people and managing conflict
- Prior experience in Performance Management and Compensation & Benefits
- Prior experience with Employee Relations and grievance handling

Major Responsibilities:

HR Administration

- Maintain and update employee personnel files and HR database (electronic and hard copy)
- Prepare and organize HR documentation including letters, and HR forms
- Assist in tracking contract expiry and probation periods
- Ensure all HR records are accurate, complete, and confidential
- Be the first point of contact for employee queries and provide timely response to both internal and external stakeholders in a professional manner.
- Assist with organizing staff meetings, training sessions, or other HR-related workshops as and when needed
- Assist in ad-hoc Global/Regional/Country HR projects and any other HR tasks assigned by HR Manager

Recruitment and Onboarding/Offboarding Support

- Post job advertisement and recruitment coordination
- Schedule interviews and communicate with candidates and interview panel members
- Responsible for onboarding activities including background checks, preparation of new employee documentation and orientation logistics
- Tracking and issuance of confirmation letters to employees
- Documentation and logistics support for existing employees

Policies, Compliance and Reporting

- Support the preparation of basic HR reports and updates to HR records E.g. Demographics, monthly global data update etc.
- Ensure documentation complies with organizational policies and local labor requirements
- Liaise with external agencies on expatriate submissions for professional association membership, visa and work permit submissions
- Act in accordance with relevant legislation in PNG, particularly with employment regulations, health and safety initiatives and other applicable regulations and ensure that all employees and related stakeholders maintain these standards

Performance Management & Compensation and Benefits

- Support the HR Manager and Regional HRBP to ensure 100% completion of annual performance reviews
- Compile performance ratings and forms for management review
- Support HR Manager with Annual Increment / Promotion / Redesignation letter preparation
- Assist with coordination and delivery of annual Performance Management refresher sessions

Leave and Benefits Administration

- Conduct verifications on all leave applications prior to HR technical review and Manager sign-off
- Maintain accurate leave records of employees as and when leave requests are submitted
- Coordinate weekly with Field Operations and/or Finance Officers to reconcile all leave data against approved leave forms
- Furnish quarterly Leave Data record to respective Field Program Managers and their Operations Officers
- Support the HR Manager to add or delete employees and dependents in relevant insurance schemes
- Engage with the HR Manager in yearly review of all relevant policies and liaise with vendors for follow-up meetings if necessary
- Enrol new hires onto WCS' Nasfund Employee Portal and/or process documentation for the merging of existing member accounts
- Work with Payroll Officer to submit timely WCS member updates to NASFUND using the SF6, SF5a and SF5b forms
- Support eligible staff members intending to apply for housing advances with required documentation
- Coordinate with NCSL for voluntary employee membership registrations

Please send your up-to-date CV and cover letter addressing Key Selection Criteria to akakau@wcs.org. All electronic files must be contained in (1) compressed zip file and have applicants' names and the role applied for, clearly labelled in subject line. For e.g., Oliver Ethan_HRO Vacancy.

Applications Close: Monday 15 June 2026 at 5pm

Due to an expected large number of applicants, if you should not hear back within three weeks after submission close date, please consider your application unsuccessful. Thank you.

The Wildlife Conservation Society (WCS) is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate.