



KOKONAS INDUSTRI KOPORESEN

Position Description

Position Title	:	Senior Human Resource (HR) Officer
Position Number	:	KIKCS. 010
Division	:	Corporate Services
Reports To	:	Manager – Human Resources & Administration
Status	:	Permanent
Location	:	Head Office – Port Moresby
Approved by	:	KIK Board
Approved date	:	

1. Purpose

Provide general day-to-day HR support within Kokonas Industri Koporesen (KIK) reporting to the Manager HR & Administration. Performing all HR Functions, all in compliance with statutory obligations and best practice.

2. Essential Duties

- a) Compiles payroll data such as hours worked, Nambawan Super contributions, taxes, staff loan deductions, medical insurance deductions, and employee identification number, from time sheets and other records.
- b) Establishes and maintains staff records and reports including salary, employment, appraisals, recreation leave and employee directory
- c) Participate in administrative staff meetings and attends other relevant meetings and seminars.
- d) Prepares computer input forms, enter data into computer files, or compute wages and deductions and post to payroll records.
- e) Reviews wages computed and corrects errors to ensure accuracy of payroll.
- f) Records data concerning transfer of employees between divisions.
- g) Calculates expenses to be debited or credited to each division for cost accounting records.
- h) Prepares periodic reports of earnings, taxes, superannuation and other deductions.
- i) Keeps records of recreational leave pay, long service leave and nontaxable wages.
- j) Prepares and issues pay cheques.
- k) Other duties as assigned from time to time by the Manager HR & Administration.

3. Supervisory Responsibilities

This job has no supervisory responsibilities

4. Knowledge, Skills and Experience

The requirements listed below are essential for this position:

- (a) A Human Resources Management Degree from a recognized university with three years related work experience.
- (b) Good written and verbal communication skills.
- (c) Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.