




# National University of Vanuatu

## Job Description and Specification



<b>Job Title</b>	<b>Manager of Human Resources (HRM)</b>
<b>Reporting To</b>	Director of Operations
<b>Job Purpose</b>	Effectively manage all HR functions of the NUV
<b>Position Summary</b>	<p>Manage NUV HRM strategy and the effective implementation of its key functions: recruitment and selection, performance management, staff reward and discipline, compensation and staff benefits, training and development.</p> <p>Ensure that NUV is resourced with a qualified, skilful, committed and productive workforce.</p>
<b>Key Responsibilities – Detailed Listing</b>	<ol style="list-style-type: none"><li><i>Become fully familiar with:</i> NUV's strategic directions with vision and mission, structure, and HR regulations.</li><li><i>Ensure the effective implementation of NUV HR Manual, including:</i><ul style="list-style-type: none"><li>- Ensure that the key functions of NUV HR Manual are in compliance with Vanuatu law;</li><li>- Coordinate and implement NUV recruitment and selection procedures, in an effective and timely manner;</li><li>- Develop in consultation with Executive Management, Deans, Director of Operations, Department Managers and, Heads of Schools staff development, and succession plans;</li><li>- Assist senior and middle management and executives to implement NUV performance management systems, ensuring that staff perform to the highest level possible;</li><li>- Promote the development of a motivated, engaged and inclusive workforce;</li><li>- Develop and implement staff training and development strategies and plans;</li><li>- Manage and help review NUV salary structure as required;</li><li>- Oversee the effective implementation of NUV payroll systems;</li><li>- Develop and maintain effective HR data base and recordkeeping; systems, including specialized HR software systems;</li><li>- Develop and present regular HR reports;</li><li>- Contribute to the preparation and administration of the HR annual budget;</li><li>- Develop and ensure implementation of safety and emergency protocols and OHS systems;</li></ul></li></ol>

	<ul style="list-style-type: none"> <li>- Manage and review the work and performance of all HR staff, ensuring engagement and high-level of productivity and output ;</li> </ul> <p>Effectively liaise with Director of Operations and Deans of Faculties on HR needs for administrative and teaching staff</p> <p>3. <i>Other:</i></p> <ul style="list-style-type: none"> <li>o Serve in the Executive Management and participate in management meetings</li> <li>o Advise managers, executives, and deans on key HR issues</li> <li>o Ensure effective management of HR related conflict management and grievances</li> <li>o Carry out any other tasks assigned buy Senior Management or the Director of Operations.</li> </ul>
<b>Critical Competencies</b>	<ol style="list-style-type: none"> <li>1. <i>Work in a professional manner</i>, with occupational knowledge, accountability and adaptability</li> <li>2. <i>Strive for excellence</i>, with communication, inclusiveness and teamwork</li> <li>3. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus</li> </ol>
<b>Qualifications</b>	University Degree in HRM or related area from a recognized institution
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>➤ In-depth knowledge of HRM functions and best practices</li> <li>➤ In-depth knowledge of Vanuatu Labour Law</li> <li>➤ Computer literate, including preferably HRM software systems</li> <li>➤ Knowledge of HR systems, databases, and metrics</li> <li>➤ Ability to architect HR strategy along with leadership skills</li> <li>➤ People oriented, inclusion oriented and results driven</li> <li>➤ Excellent written and verbal communication skills</li> <li>➤ Excellent active listening, negotiation and presentation skills</li> </ul>
<b>Required Experience</b>	At least 5 years' experience in HRM at the management or executive level Experience in University or equivalent settings preferred
<b>Language</b>	Fluent in English, French and Bislama
<b>Terms and Conditions of Employment</b>	Three-year local contract  Annual salary: 3.9 M VT + 25 % Benefits
<b>Selection Methods</b>	Please send your application with 2 references from past/recent employment and evidence of your highest qualifications to the following address: <a href="mailto:apply@univ.edu.vu">apply@univ.edu.vu</a>



Deadline for submission: 26<sup>th</sup> March 2021 4 PM