

# Join Our Dynamic Team

At Digicel, we are looking for dynamic people to join our growing team. This fantastic opportunity is available and if you have the ability to operate effectively in a fast paced telecommunication industry and meets the desired requirements; then we would like to hear from you!

## HR Manager - Vanuatu

The primary purpose of this role is to provide continual improvement and operational development in line with the Company's vision and strategy. **The HR Manager (HRM)** is responsible in streamlining HR functions, HR metrics reporting, enhancing workforce retention, predicting staffing needs, managing termination processes, managing risk, ensuring staff wellness and compliance regulations.

The position serves as a Business Partner for the Senior Leadership Team and with department managers to guide and communicate overall company strategy.

### Core Responsibilities:

- Understand the business function and consult with line management to provide daily HR guidance.
- Provide guidance and input on workforce planning, business unit restructures and succession planning
- Support the design and implementation of effective learning and development programs with L&D.
- Liaise with business unit Managers to understand and develop a strategic approach to recruitment of key personnel
- Analyze trends and metrics with the HR department
- Consult with Line Managers to identify performance related issues and provide proactive management coaching prior to initiating the formal performance improvement process.
- Investigate, guide and advice managers in effective conduct and management of all disciplinary processes. Complete documentation, ensure legislative compliance
- Assist and guide business unit managers in identifying and developing high valued talent aligned with its strategic direction and leadership development.
- Manage and maintain all employees' data (Success Factors) within

respective business units as well as ensure all payroll information (Pay Global) is submitted to payroll coordinator.

### Academic qualifications, Experience & Skill a required for this role:

- Bachelors' Degree in Human Resource Management, Business Management or a similar field
- Minimum of 5 years' experience in generalist HR advisory role(s) (desirable)
- Training/experience in psychometrics and Learning and Development (desirable)
- Leadership experience required

Express your interest for the above roles via **Digicel's Careers Page @ <https://www.digicelgroup.com/en.html>**, no later than **Friday, 10 June 2022**. All applications must be attached with a cover letter, most recent resume, referee details and copies of required qualifications.

