

## Job Advertisement: Human Resources Manager

Sonoma Adventist College is a Seventh-day Adventist tertiary institution located in Kokopo, East New Britain Province (ENBP), Papua New Guinea. It provides holistic Christian education to Papua New Guineans. The college offers programs in Primary and Early Childhood Teaching, Accounting, Management & Entrepreneurship, Ministerial and Theology Studies, Tropical Agricultural Science, and Building Construction and Architectural Drafting. It is delivering quality undergraduate education in a faith-based context.

The College is operated by the Papua New Guinea Union Mission of the Seventh-day Adventist Church. It has an enrolment of approximately 600 – 700 plus tertiary students, with the majority of staff residing on the campus in staff residences. Sonoma is an equal opportunity employer and practices gender equity and social inclusion (GESI).

### Position Overview:

Sonoma Adventist College seeks a dynamic **Human Resources Manager** to lead our HR initiatives. This role is pivotal in creating a positive work environment and ensuring to develop top talent while adhering to all HR regulations. The ideal candidate will possess strong leadership skills and the ability to develop programs that enhance employee engagement and effectiveness in a fast-paced educational institution.

### Essential/Selection Criteria

- Strong commitment to upholding the teachings, values, beliefs and the mission of the Seventh-day Adventist Church as a practicing member.
- A relevant qualification or equivalent to Human Resources, Management, Business Administration, or a related field.
- A minimum of 5 years of HR management experience, preferably in an educational setting.
- Strong knowledge of PNG HR laws and regulations, including compliance with state and federal employment laws and the Adventist policies and workplace standards.
- Strong proven experience in managing conflict resolution and employee relations strategies.
- Excellent verbal and written communication skills with a customer-service orientation.
- Ability to work in a team and a collaborative environment
- Exceptional time management skills and ability to meet deadlines
- Ability to demonstrate a high level of effective team management.

### Desirable Criteria

- Bachelors or Master's degree in Human Resource Management or related field
- HR certification through HR bodies such as PNGHRI.
- Experience in HR role and equipped with vast work related computer application knowledge.
- Strong analytical skills and attention to detail.

### Key Responsibilities:

#### Recruitment & Onboarding:

- Develop and implement effective recruitment strategies to attract high-quality candidates.
- Oversee the onboarding process, ensuring a smooth transition for new hires.

#### Employee Relations:

- Act as a point of contact for employee concerns, providing support and resolution.
- Foster a culture of open communication and collaboration within the organization.

**Policy Development:**

- Create, maintain, and update HR policies in line with legal requirements and industry best practices.
- Ensure all staff are informed of and understand existing policies.

**Training & Development:**

- Assess training needs and implement programs to ensure continual employee development and growth.
- Facilitate workshops and training sessions to enhance team performance.

**Performance Management:**

- Oversee and manage performance appraisal processes.
- Support managers in addressing performance issues and developing improvement plans.

**Workplace Health & Safety:**

- Oversee and manage employee work environment health and safety requirements.
- Provide workplace health and safety policies and advice.

**Why Sonoma College?**

- Mission-Driven Environment: Work alongside individuals who are committed to fostering spiritual and academic excellence.
- Collaborative Culture: Be a part of a supportive team that values innovation and collaboration.
- Professional Growth: We offer opportunities for continuous learning and development.
- Accommodation is provided with essential white goods.
- Entitlements to Annual, Special, LSL and others
- Entitled to Car Policy allowance
- Contributions to Nasfund, Medical Insurances, Workers compensation, etc
- Six months of vegetable collection from Dining Hall until your garden is ready for harvest
- Shopping trips to town on college vehicle every Thursdays after lunch.
- And many more to enjoy when you join us.\_
- [A job description is available on request.](#)
- Remuneration Package disclosed on request

**How to Apply:**

Are you ready to make a difference? If you think you are the person for this position, please submit your resume, cover letter, supporting documents, police clearance, medical clearance report and two references via the email address: [hrrecruitment@adventist.org.pg](mailto:hrrecruitment@adventist.org.pg)

**Important:** All documents must be in one file attachment in one of the following formats: PDF, JPEG or PNG formats. Documents not organized in one file will strictly not be considered.

Join us in shaping the future of Sonoma College community. **We can't wait to meet you!**

**Applications close Monday 21 April, 2025**

THE APPOINTING BODY RESERVES THE RIGHT TO FILL THIS VACANCY AT ITS DISCRETION  
AND/OR CLOSE APPLICATIONS EARLY.