



POSITION: HUMAN RESOURCE MANAGER- SOLOMON ISLANDS

Reporting to the Country Manager, you will be responsible for the following:

You will have;

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Manage and oversee the HRIS and Payroll systems
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Oversee and manage a performance appraisal system that drives high performance
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Processing of Staff entry Visa, Work Permit and Residence Visa's
- Ensure HR practices are in compliance with SI Labor Laws
- Other tasks delegated by Country Manager

SELECTION CRITERIA

Essential:

- Tertiary qualification in relevant HR & Business Administration discipline
- 5 years' experience in HR Administration role
- Ability to make Decisions under pressure
- Good commercial and business understanding
- Proficient in computing – Microsoft Office program (Word, Excel, internet, email)
- Fluent in both Pidgin & English both verbal and written.

Desirable:

- Hold a current SI Government Driver's License
- Experienced in working in a multicultural environment
- Ability to foster team oriented goals.
- Working Knowledge of HR Administration tasks / systems
- OHS&E oriented and aware

Benefits

Competitive remuneration in line with experience and qualifications.

All applications will be treated with the strictest confidence.

Bmobile-vodafone is an Equal Opportunity Employer.

Please direct all applications to;

Email address: jobs@bmobile.com.sb

Or

Drop off your application at our Head Office, located Grand Plaza (Top floor

Addressed to:

The Country Manager
Bmobile Solomon Islands Limited
PO Box 2134
Honiara Solomon Islands

Label: Position Name

Closing date for applications will be on ***Monday 26th February 2018***
Only shortlisted candidates will be contacted