

## JOB DESCRIPTION

### Senior Talent Acquisition Officer

#### Purpose

The Senior Talent Acquisition Officer role within the People and Culture Team. The role has key functions.

- Advertising open roles, reaching out to applicants, organising interviews and managing incoming talent into the business.
- Help to form and improve interview processes, hiring guidelines.
- Contributes to the effective and quality delivery of the Organisation's activities by aligning the development of talents with Fincorp's strategic objectives.
- Assists to drive the FinCorp Talent Acquisition and Recruitment strategy from the Board and Management
- Drives recruitment SLAs within or ahead of timelines

#### Role Dimensions

- **Reports to:** Manager Employee Experience and dotted line to Head of People & Culture
- **Department:** People & Culture
- **Job Level:** T1
- **Location:** Head Office, Port Moresby
- **Direct Reports:** No direct reports

#### Person Specifications

- A degree qualification in HRM or related field.

- 3+ years of broad HR experience including talent management and performance management. Good working knowledge of HRM in finance and banking would be advantageous.
- Recent experience recruiting in multiple discipline areas and levels, including hiring for non-expat, expat and leadership positions.
- Previous experience in capturing metrics and producing various employment reports.
- Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, conducting open houses and virtual job fairs.
- Experience with various selection processes like phone interviews and reference checks.

## Role Specific Areas of Responsibility

### Responsibilities

- Work closely with the Manager Employee Experience to implement Fincorp's overall Talent Acquisition strategy.
- Consult with managers to discover staff requirements and specific job objectives
- Write and post job descriptions on career websites, newspapers and universities boards
- Source candidates by using databases and social media
- Evaluate and screen resumes and cover letters
- Use recruiting tools like tests and assignments to assess candidates' skills
- Conduct phone, virtual and/or in-person interviews
- Provide a shortlist of qualified candidates to hiring managers
- Create & develop recruitment strategies and interview questions for different roles in the business
- Contact new employees and prepare onboarding sessions
- Prepare new hire paperwork ensuring legislation requirements are met
- Maintain a complete record of interviews and new hires
- Stay up-to-date with current recruiting methods
- Provide input for developing a Talent Acquisition Framework with guiding principles
- The Incumbent will work closely with internal Heads of Department to help establish the company's needs.

	<ul style="list-style-type: none"> <li>• They will also work closely with C-Level executives to ensure hiring targets are being met.</li> </ul>
<b>Requirements &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Proven work experience as a Recruiting coordinator or recruiter</li> <li>• Excellent communication skills</li> <li>• Ability to prioritize and complete projects within deadline</li> <li>• Solid knowledge of HR policies and best practices</li> <li>• Hands on experience with various selection processes like phone interviews and reference checks</li> <li>• Ability to conduct different types of interviews (e.g. structured, competency based and behavioral)</li> <li>• Familiarity with HR databases, applicant tracking systems and candidate management systems</li> <li>• Ability to use psychometric tests and other assessment tools</li> <li>• Familiarity with social media, especially LinkedIn</li> </ul>
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• 3+ years of broad HR experience including talent management and performance management.</li> <li>• Recent experience recruiting in multiple discipline areas and levels, including hiring for non-expatriates, expatriates and leadership positions.</li> <li>• Must be well versed with the immigration process in PNG, both over the counter process and online process for work permit and visa process</li> <li>• Should have good stakeholder management with regulatory bodies, Immigration, Labor Department and Investment Promotion Authority (IPA)</li> <li>• Bachelor's degree in human resources or related field.</li> <li>• Experience designing, developing, and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management.</li> <li>• Previous experience in capturing metrics and producing various employment reports.</li> <li>• Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, as well as conducting open houses and virtual job fairs.</li> <li>• Experience in working with applicant tracking systems and affirmative action plan requirements.</li> <li>• Proven ability to facilitate training and use psychometric tests and other assessment tools is a bonus.</li> </ul>

Analysis &  
Reporting

- Identify, analyze, and monitor the key drivers of talent management.
- Provide monthly reporting and commentary on talent management, retention and key performance trends
- Provide a weekly recruitment tracker to Executive Leadership Team
- Identify and implement system and process improvements to ensure accurate, thorough data is available to support high quality analysis