

HUMAN RESSOURCES OFFICER

PROJECT SUPPORT UNIT (PSU)

Position: Human Resources officer

Place: based at Port Moresby, Papua New Guinea

Duration: 1 year (to be renewed each year)

Expertise France

Expertise France is the public agency for the design and implementation of international technical cooperation projects, a member of the AFD group. The Agency operates on four priority axes:

- Democratic, economic and financial governance.
- peace, stability and security.
- climate, agriculture and sustainable development.
- health and human development.

In these areas, Expertise France provides engineering and implementation missions for capacity building projects, the mobilization of technical expertise as well as a project management function involving public expertise and knowledge.

With a turnover of 390 million euros in 2023 and more than 350 ongoing projects in 140 countries of intervention, Expertise France is the public agency of reference for French international technical cooperation.

The Operations Directorate is currently composed of seven technical departments covering all the themes of the Agency's activities and in charge of developing and implementing the projects entrusted to it by the French public authorities, AFD, the European Union or any other donor.

In the quest for efficiency, closer to the field and its partners, the agency decentralizes the operational management of its projects in countries where it has a large portfolio of activities, sustainable and considered to be priorities for French cooperation. This

decentralization is reflected in the deployment of Country Directorates (DP) and Project Support Units (USP), led by the Geographical Department in the Directorate for Operations.

Expertise France in Papua New Guinea

Papua New Guinea is a recent cooperation country for the Agency. With its 360,000 km² of forests (78% of the territory), Papua New Guinea is home to the third largest tropical forest in the world. As a country with a negative carbon footprint, home to 7% of the world's biodiversity, Papua New Guinea has become a strategic cooperation country for the agency in the areas of forests, climate change and biodiversity.

Since 2025, a new country management oversees managing the activities of Expertise France in Port-Moresby whose portfolio includes 03 projects implemented or under development in the country for a business volume of nearly 54M €.

The Agency's portfolio in Papua New Guinea is composed of 3 national projects for a total volume of 54MEUR. Expertise France has chosen to install a country management team bringing together all project teams and a project support unit to represent the agency vis-à-vis partners and support the projects implementation.

Mission description

The Human Resources Officer supports the daily HR management of the PNG country office. He/she acts as a **bridge between the staff, the PSU (Program Support Unit) management, and the external HR provider**, ensuring that HR processes run smoothly and that routine tasks are implemented in line with procedures. The role focuses on **execution, monitoring, and staff support**, while leaving contractual and compliance responsibilities with the HR service provider.

Main tasks:

HR Administration

- Act as the focal point between staff and the external HR provider for contract management, payroll, and benefits.
- Ensure that all necessary information and documentation are shared on time with the portage company.
- Keep HR records up to date and accessible for management.
- Monitor compliance with administrative procedures and alert the PSU Coordinator of any gap.
- Ensure staff information is collected, updated, and filed correctly.
- Maintain confidentiality of HR files and data.

Recruitment Support

- Assist in preparing job descriptions and vacancy announcements.
- Follow up on the organisation of recruitments (shortlisting, scheduling interviews, reference checks) with the HR company.
- Conduct HR interviews with candidates when needed.
- Prepare onboarding documentation and orientation for new staff.

HR Monitoring & Compliance

- Track attendance, leaves, and timesheets, and forward relevant information to the HR provider.
- Record and report HR anomalies (absences, delays, non-compliance) to the PSU Coordinator.
- Ensure all HR processes in PNG comply with Expertise France rules and national labour regulations.
- Monitor compliance with contracts and reporting deadlines.

Staff Support & Working Environment

- Contribute to maintaining a positive, professional, and safe work environment by helping to develop procedures and guidance documents that support professionalism in the workplace.
- Act as a first point of contact for staff HR queries and provide guidance on routine processes.
- Support initiatives to strengthen staff wellbeing, including the prevention of stress and promotion of a healthy workplace.
- Monitor staff feedback on HR matters and support management in identifying areas for improvement and implementing appropriate measures.

Reporting

- Prepare regular updates and summaries on HR activities for the PSU Coordinator.
- Contribute to internal HR reporting as required by headquarters.

Management support

- Provide administrative support to management in the preparation of HR-related decisions (documentation, records, compliance checks).
- Support the handling of basic performance issues by ensuring proper documentation and reporting to the PSU Coordinator.
- Contribute to the follow-up of HR action points and ensure timely implementation of agreed measures.

- Maintain and update organisational charts, tasking records, and role descriptions when required.
- Assist in the organisation of small-scale staff trainings or information sessions.
- Ensure that staff feedback on HR matters is collected and reported in a structured way that helps management take informed and balanced decisions.
- Act as a first point of contact for staff HR queries and provide clear information on procedures.
- Help monitor the office environment and report any concerns related to safety, wellbeing, or professional conduct.

Required Profile

- Degree in human resources, administration, business management, or equivalent professional experience.
- At least **3 years of relevant professional experience** in administration, office management, HR support, or similar functions.
- Good understanding of basic HR processes; knowledge of PNG labour regulations.
- Experience liaising with external service providers or supporting outsourced functions is desirable.
- Strong organisational skills, attention to detail, and ability to follow procedures rigorously. Excellent interpersonal and communication skills, with a service-oriented mindset.
- Ability to manage sensitive and confidential information with discretion.
- Excellent oral and written communication skills
- Dynamic, proactive, able to meet deadlines
- Sense of fairness and responsibility.
- Able to provide structured, fact-based advice to management to support informed decision-making
- Proficient in the MS office suite
- Strong analytic problem-solving skills that support and enable informed decision-making;
- Team member, able to provide support to other team members if needed