



The University of Papua New Guinea

Position Description

DETAILS OF POSITIONS

	POSITION NO: 293067
SCHOOL/OFFICE: ICT Division	CLASSIFICATION: NN9
DIVISION/STRAND: ICT Division	POSITION TITLE: HRM System Administrator (HRMS - Admin)
BRANCH: Online Services	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Director – ICT
SECTION: Online Services	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Director – ICT
LOCATION: Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION.

PURPOSE:

Responsible for implementing and maintaining Human Resource (HRMS) module of the University Information System (UIS) at the University of Papua New Guinea.

ACCOUNTABILITIES:

The University of Papua New Guinea is implementing University Information System (UIS), an integrated ERP software system. Person holding this HRMS - Admin position will assist and support the Director-ICT to implement, monitor and maintain the Human Resource Management System (HRMS) module of the UIS at UPNG. Main responsibilities include providing technical assistance, guidance, direction and support to the administrative, functional and technical staff working on the operation and maintenance of the human resources data on HRMS information system.

The HRMS is the most important and crucial module of the University of Papua New Guinea's UIS information system and consists sensitive and confidential information. Hence, the Incumbent is expected to be honest and trustworthy in handling the information & database.

MAJOR DUTIES:

The HRMS - Admin is mainly responsible for the smooth implementation of HRMS module and ensure that end users get maximum benefits. Individual duties may vary based on the nature of the task assigned, but may include the following:

1. Collect, cleanse and enter/update HR information into HRMS module of UIS.
2. Maintain employee records and establishments on HRMS module.
3. Identify errors or issues that need to be fixed or customized and report them to the Director – ICT.

4. Extract or download data reports from HRMS and transform them as per the requirement of functional HR Staff or Managers such as reports for payroll processing and leave balances.
5. Strategize and assist in the functional configuration of HRMS module in implementing UPNG HR and leave policies.
6. Conduct necessary training and assist the functional staff in HR division to enter or edit employee information in HRMS module.
7. Assist with day-to-day data entry and processing of employee data and leaves.
8. Prepare short user manuals of HRMS module wherever necessary to help end users use the system more effectively.
9. Document all functional changes and adhere to existing standards and processes. Write reports as and when required
10. Respond to end user requests in time and resolve issues within agreed timeframe or escalate where possible and necessary;
11. Prioritising and managing multiple tasks at a time.
12. Rapidly establishing a good working relationship with staff and work efficiently in team environment.
13. Maintain quality service by establishing and enforcing organization standards.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATION:

A Bachelor's degree in Information Technology or related field from a recognized Institution or University with 1 to 2 years of experience in managing IT systems for HR.

(OR)

A Bachelor's degree in Human Resource Management or related field with 1 to 2 years of experience in managing and implementing IT systems for HR.

The applicant will need to have an in-depth knowledge of Microsoft office applications, databases and web-based information systems. Preference will be given to people with good knowledge in HR practices and procedures. The job expects the candidate to maintain a reasonable standard of smartness and contribute meaningfully to new ideas and improve existing processes and standards.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES:

The applicant to this position will need to demonstrate evidence of the following:

1. A strong quantitative and analytical skills and abilities
2. Must have sound knowledge and advanced skills in MS Office applications preferably Excel.
3. Knowledge and experience in using databases.
4. Good knowledge and skills in design and implementation of the web application systems.
5. Good knowledge and understanding of HR functions such as Recruitment, Employee records and Leave management.

6. Possess excellent listening and questioning skills, combined with the ability to interact confidently with peers and clients.
7. Possess good written and verbal English communication skills.
8. Confident and should be able to conduct in-house staff trainings and demonstrations.
9. Must have the ability to work well in a team environment and be a person with a strong end-user focus.
10. Has the ability to prioritise workload, honest, reliable and trustworthy.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS