



VACANCY ANNOUNCEMENT
Palau Community College
Office of the President

VA# : 2017-009
Open : 08/14/2017
Close : Until Filled

Position : Director Human Resource
Salary : \$18,730- \$28,833 PER ANNUM (depending on qualifications and work experience)
Location : Administration

Summary of Description:

Palau Community College seeks an experienced applicant to Plan, coordinates, administers and reviews Human Resource policies/procedures and provides professional expertise to College management in the full range of employee relations and development activities to help the college attract and retain competent, highly motivated, productive staff. Provides leadership and direction for Human Resource activity and initiates employment philosophies and conditions which establish a leadership position for Palau Community College as an employer

Examples of Duties consist, but are not limited to:

A. *Employee Relations:*

Director is responsible for the formulation and implementation of effective organization structures for each college department by carrying out job analyses, defining job relationships and preparing individual position descriptions in conjunction with Department Heads. Director of Human Resource will establish a system for evaluating employee performance, facilitating the process of annual evaluation and constructively assisting management and supervisory staff to ensure that accurate and meaningful evaluations are completed.

B. *Industrial Relations:*

The term Industrial Relations refers to the maintenance of harmonious relationships between the employer and employees having particular regards to the interpretation, implementation and compliance with prevailing employment legislation and employment issues such as Equal Opportunity, Human Rights, Sexual Harassment & etc. It includes handling internal disputes between employees and employer before they become a major issue, negotiations of grievances disputes and participation in grievances hearings.

C. *Remuneration/Benefits*

The Director develops implements and controls a fair and equitable remuneration system which rewards performance and productivity. This system is based on job analysis and the conversion of relative job worth into monetary value. It takes into account the need to establish competitive rates to attract, retain and motivate quality employees.

D. *Recruitment*

The Director will be aggressive in implementing and monitoring a policy of only employing high calibre staff with the aim of continually improving the professionalism and quality of the College's expertise and performance.

E. *Personnel Records*

Complete records of all staff are retained and update by the Human Resource and a significant review of college computer system will enable more effective analysis of such things as sickness, absenteeism, training records, etc which were previously unobtainable and will facilitate a centralized monitoring of the human resource performance.

F. *Training/Development*

The Director is responsible for reviewing recommended staff development and training with each Department Head at the time of the annual evaluation process and, consistent with the overall staff training budget, will ensure that priority training needs are met. The key to effective staff development is to train in topics which the College wishes to use and which the participant will be able to put to practical use immediately on return to work after the training.

G. *Advice/Mentoring*

1. Director is to provide advice and assistant on personnel matters to all levels of College management. It is not the role of the Director or his division to be judgmental or attempts to lay blame in any personnel problem but he/she will us his/her best endeavors and sensitivity to guide, advice, encourage and motivate effective solutions.

H. *Personnel Policy*

1. Director is responsible for keeping up to date with Personnel management trends both locally and internationally and will recommend changes to College Personnel policy where necessary to enhance our people practices, minimize regulations and generate a harmonious and productive work environment.

I. College Management

1. Director provides leadership, supervision, management and administrative control of his/her division in accordance with a mission statement which reflects the professionalism, integrity and confidentiality required by his/her staff. The incumbent will make every effort to build a strong team spirit. He/she will ensure every staff member in his/her area of responsibility has clearly defined measurable objectives and each individual is provided with the necessary resources, training, personal development and encouragement to enhance their job satisfaction, promote ability and rewards.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

Master or Bachelor Degree with major in any of the Human Resource fields plus formal training in people management plus a minimum of three years in a line or supervisory management position or substantial successful experience and knowledge of current employee relations, staff development, industrial relations and remuneration practices. These qualities include strong interpersonal skills, a persuasive negotiator and communicator in both written and oral English language. Must possess logical interpretive skills and be an innovative and pro active leader of positive change to enhance his/her areas of responsibility.

General information:

Application forms may be obtained from the Human Resources Office or at the college website:

<http://pcc.palau.edu/about/jobs/>. Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu .

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