

Position Description:

Seeking 2 Human Resource Advisors – Port Moresby, PNG

Assignment number: PPG011355

Purpose of the role:

Make a lasting impact by shaping the future of Human Resources at a national institution.

The Bank of Papua New Guinea (BPNG) is embarking on a bold, multi-year Transformation Program to strengthen its institutional capability and deliver on its Strategic Plan 2026–2027 under Vision 2050. At the heart of this transformation is the need to modernise and elevate the Human Resources function as a key driver of strategy execution, productivity, and long-term sustainability.

We are seeking **two experienced Human Resources Advisor Volunteers** to partner with BPNG and Australian Business Volunteers (ABV) in this critical phase. In this unique opportunity, you will bring senior-level expertise and a hands-on, collaborative approach to review, strengthen, and modernise HR operations, systems, and practices.

Working closely with local counterparts, you will go beyond advice—coaching and mentoring teams to embed contemporary, best-practice approaches across workforce planning, talent management, performance systems, and process design. You will also play a pivotal role in preparing the organisation for HRIS implementation, ensuring systems readiness and sustainable change.

This is a high-impact assignment designed to build enduring capability—empowering BPNG’s HR function to lift productivity, support strategic delivery, and contribute meaningfully to Papua New Guinea’s Vision 2050.

Key dates (exact dates TBC)	Travel dates (exact dates tbc) - negotiated depending on BPNG and SBP availability: ○ Trip 1: 1-2 weeks (late July/early August 2026) to establish relationships, assess current HR operations and capability, and agree priority focus areas and implementation approach. ○ Trip 2: 1-2 weeks (October 2026) to provide targeted capability-building, mentoring, and implementation support against agreed priorities. ○ Trip 3: 1-2 weeks (November 2026) to consolidate progress, embed capability and processes, and support transition of ownership to BPNG counterparts. Online mentoring and support: July – December 2026 <i>These timeframes are subject to change so some flexibility will be needed.</i>
Approximate time commitment	While in-country the time commitment is standard full-time work hours. Additional online/remote work will be required before and after travel. This is estimated to be flexibly 1 day per week depending on the BPNG team requirements.

Assignment mode/location: Online/remote and in-country (Port Moresby, PNG)

Role Deliverables:

Prioritisation and sequencing of activities and deliverables will be agreed collaboratively BPNG during the initial engagement and first volunteer in-country visit, ensuring alignment with organisational priorities, implementation readiness, and available capacity.

Depending on implementation priorities, progress, and organisational requirements, there may be an opportunity to extend the duration or scope of the assignment to support continuity of key transformation initiatives.

The Volunteer Advisors will work in close collaboration with the HR Department and relevant stakeholders across BPNG to develop key activities, including but not limited to:

HRIS Readiness & Process Alignment:

- Assess HR process maturity and standardisation readiness for HRIS implementation.
- Identify process improvements required prior to HRIS rollout.
- Provide guidance on modern HR operating models

HR Operations Review & Gap Analysis:

- Conduct a structured review of HR operations, policies, systems, and workflows.
- Benchmark current practices against contemporary HR best practice (including public sector/central banking contexts where relevant).
- Identify gaps, inefficiencies, duplication, and unmanaged areas (e.g. Talent Management).
- Provide reports to capture learnings as required by BPNG/ABV

Talent Management

- Identify gaps in Talent Management, succession planning, workforce planning, and leadership development.
- Recommend initiatives to uplift capability, engagement, and productivity.
- Support development of a Talent Management framework aligned to strategic priorities.

Productivity & Performance Alignment

- Align HR initiatives with broader performance management reforms underway.
- Identify practical steps to improve HR service efficiency and responsiveness.
- Support HR to play a stronger enabling role in Bank-wide productivity uplift.

Indicative Deliverables

- Support HR staff to prioritise and sequence identified improvement initiatives aligned to BPNG's transformation priorities and available capacity.
- Support HR staff to assess HRIS readiness and develop a prioritised process improvement roadmap.
- Support HR staff to undertake a review of HR operations, systems, policies, and processes and identify improvement opportunities.
- Support BPNG to benchmark selected HR practices against contemporary HR and public sector/central banking approaches (subject to capacity).
- Support HR staff to identify gaps and opportunities relating to talent management, succession planning, workforce planning, and leadership development (subject to capacity).
- Facilitate development of practical recommendations to strengthen HR capability, operating practices, and service delivery.
- Coaching and mentoring of identified HR staff
- Capability Transfer and Sustainability Plan developed with BPNG counterparts to support continued implementation of priority initiatives, including recommended actions, ownership, capability requirements, and future support considerations.

While these are the core activities of this assignment, the Volunteer is to remain open to other ways to support overarching ABV/ BPNG program objectives.

Selection Criteria:

This is a paired assignment. We are seeking two volunteers whose skills and experience complement each other—so you don't need to meet every selection criterion individually.

- At least 10 years of senior-level experience in Human Resources or Talent Management, with a focus on people, systems, and process improvement, with at least 2 of those years in a government bureaucracy.
- Previous experience working with a Central Bank, or a Financial Services Industry Regulator would be highly beneficial.
- Demonstrated experience preparing organisations for HRIS or digital HR transformation.
- Experience benchmarking HR operations against best practice
- Experience strengthening HR operating models and productivity.
- Experience coaching and mentoring senior leaders, executives or Directors in person and remotely.
- Proven ability to build internal capability with a strengths-based approach.
- Demonstrated flexibility and adaptability, with the ability to work effectively in a rapidly evolving organisational environment.
- Comfortable operating in contexts of uncertainty and ambiguity, with the ability to provide clear guidance and maintain momentum where priorities and circumstances may shift.
- Demonstrated ability to work collaboratively in a team-based assignment, including co-designing approaches, sharing responsibilities, and maintaining clear communication with stakeholders and ABV staff.
- Awareness and sensitivity to diverse cultural and organisational dynamics.
- Willingness to commit to long-term online coaching over 6 months.
- Familiarity with/willingness to learn GEDSI (Gender Equality, Disability, Social Inclusion) principles and application to Human Resources.
- Analytical and critical thinking skills
- Effective communication skills
- Previous PNG experience or having worked in an environment with cultural dynamics is beneficial

Prerequisites for undertaking volunteering Assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to apply for police check and Working with Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please submit your application to volunteers@abv.org.au by Friday 26 June, confirming the following:

- The Role name and Assignment Number: **PPG011355 HR Advisors**
- Confirmation that you are a registered volunteer with ABV or are willing to go through ABV's screening process to become a registered volunteer.
- Response to the following questions + your CV (if not currently Registered with ABV):

Word limited up to 200 words per response.

1. Please outline your senior-level experience in Human Resources, including leadership of people, systems and process improvement, and explain how this experience equips you to contribute effectively to this assignment with the Bank of Papua New Guinea.
2. Describe your experience reviewing or modernising HR operations, including preparing organisations for HRIS or digital HR transformation. What approach would you take to assessing HR readiness and prioritising improvements in a complex organisation?
3. This assignment will be delivered by two volunteers working closely together. Please describe your experience working in a co-delivery or team-based advisory role. How do you collaborate with another advisor to align approaches, share responsibilities, and ensure consistent engagement with stakeholders?
4. This assignment will focus on building sustainable internal capability. What is your approach to coaching and mentoring, and how would you mentor HR staff, senior leaders, or executives to strengthen capability and embed change over time?
5. Please briefly outline your availability for in-country travel and ongoing online engagement between July and December 2026.

What will happen next?

- ABV will review all applications as they are received.
- Candidates will be advised whether they are shortlisted for interview.
- Shortlisted candidates will be interviewed by ABV and the Program Partner.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.