



National University of Vanuatu

Job Description and Specification



Job Title	Manager of Human Resources (HRM)
Reporting To	Director of Operations
Job Purpose	Effectively manage all HR functions of the NUV
Position Summary	<p>Manage NUV HRM strategy and the effective implementation of its key functions: recruitment and selection, performance management, staff reward and discipline, compensation and staff benefits, training and development.</p> <p>Ensure that NUV is resourced with a qualified, skilful, committed and productive workforce.</p>
Key Responsibilities – Detailed Listing	<p><i>1. Become fully familiar with:</i></p> <p>NUV's strategic directions with vision and mission, structure, and HR regulations</p> <p><i>2. Ensure the effective implementation of NUV HR Manual, including:</i></p> <ul style="list-style-type: none">- Ensure that the key functions of NUV HR Manual are in compliance with Vanuatu law;- Coordinate and implement NUV recruitment and selection procedures, in an effective and timely manner;- Develop in consultation with Executive Management, Deans, Director of Operations, Department Managers and Heads of Schools staff development, and succession plans;- Assist senior and middle management and executives to implement NUV performance management systems, ensuring that staff perform to the highest level possible;- Promote the development of a motivated, engaged and inclusive workforce;- Develop and implement staff training and development strategies and plans;- Manage and help review NUV salary structure as required.- Oversee the effective implementation of NUV payroll systems;- Develop and maintain effective HR data base and recordkeeping; systems, including specialized HR software systems;- Develop and present regular HR reports;- Contribute to the preparation and administration of the HR annual budget;- Develop and ensure implementation of safety and emergency protocols and OHS systems;

	<ul style="list-style-type: none"> - Manage and review the work and performance of all HR staff, ensuring engagement and high-level of productivity and output; <p>Effectively liaise with Director of Operations and Deans of Faculties on HR needs for administrative and teaching staff</p> <p>3. <i>Other:</i></p> <ul style="list-style-type: none"> o Serve in the Executive Management and participate in management meetings o Advise managers, executives, and deans on key HR issues o Ensure effective management of HR related conflict management and grievances o Carry out any other tasks assigned by Senior Management or the Director of Operations.
Critical Competencies	<p>1. <i>Work in a professional manner</i>, with occupational knowledge, accountability and adaptability</p> <p>2. <i>Strive for excellence</i>, with communication, inclusiveness and teamwork</p> <p>3. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus</p>
Qualifications	University Degree in HRM or related area from a recognized institution
Special Skills	<ul style="list-style-type: none"> ➤ In-depth knowledge of HRM functions and best practices ➤ In-depth knowledge of Vanuatu Labour Law ➤ Computer literate, including preferably HRM software systems ➤ Knowledge of HR systems, databases, and metrics ➤ Ability to architect HR strategy along with leadership skills ➤ People oriented, inclusion oriented and results driven ➤ Excellent written and verbal communication skills ➤ Excellent active listening, negotiation and presentation skills
Required Experience	<p>At least 5 years' experience in HRM at the management or executive level</p> <p>Experience in University or equivalent settings preferred</p>
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	<p>Three-year local contract</p> <p>Annual salary: 3.9 M VT + 25 % Benefits</p>
Selection Methods	<p>Please send your application with 2 references from past / recent employment and evidence of your highest qualifications to the following address: apply@univ.edu.vu</p> <p>Deadline for submission: 06th January 2026</p>