|  |
| --- |
| **JUNIOR LASI | *Senior HR Officer*** |
| Department of Finance, Port Moresby, NCD |
| **Phone**\_7245 7815 | 74301026 |
| **Email**\_ [jnrlasi@gmail.com](mailto:jnrlasi@gmail.com) |

**Professional Profile**

A proven HR professional with demonstrated knowledge of Performance Management, with a key focus towards business growth and expansion.

Possess 8 + years of experience, well-versed with Performance Management Processes, Recruitment, Employee Relations/IR, and Career Training & Development.

Advanced in preparing and developing flawless Performance Management Systems and Process, assembling reports, and maintaining the utmost HR Best Practice process.

**Core Skills**

* Microsoft Office, and Excel | Report writing & Presentation,
* Guidance, Coaching & People Development | Analytical Planning and Organization Skills,
* Communication (Verbal & written) skills | Team Work, Leadership and Collaboration,
* Quality Driven, Attention to Detail & Goal Oriented | Responsive to Change.

**Career Summary**

**SENIOR HR OFFICER (Performance Management) \_** June 2019–present **Department of Finance – Waigani, NCD, Port Moresby**

**Key Responsibilities**

* In close liaison with Training & Development Branch, involve and contribute in designing and implementing effective staff development and talent management initiatives which address low performance relating to knowledge gaps among staff and overall talent sourcing, management & mobility programs.
* Design, implement and monitor Performance Management Systems to enable employees understand the goals of the department and to identify how individual and team outputs contribute to the achievement of the Departments objectives;
* Conduct awareness on performance management processes and systems through the Provincial & District Offices.
* Maintain and manage the performance cycle to ensure cross-Complex alignment and intra-Complex flow of Divisional goals and Key Performance Indicators across the department so that Department Objectives are achieved.
* Monitor and Conduct Staff Performance Appraisals, including performance reviews and recommend staff for promotion, increment and or training. Liaise with line manager’s design and implement staff performance rewards and recognition systems/programs to reward staff contribution.
* Work alongside line managers from time to time evaluate and review the Performance Management Plan and improve for future implementation;
* Conduct recruitment (identifying vacancy, evaluate Need, develop position description, create recruitment plan, select search, committee, post position, implement recruitment plan, review application and develop shortlist, conduct interviews, select hire conduct induction/orientation and finalize recruitment, conduct exit interviews for exiting staff).
* Attend to HR and Administrative Staff grievances, including payroll and staff benefits, queries/issues, Employee Relations issues with regards to Disciplinary matters/cases, investigate and compile report to the Disciplinary Committee.

**SENIOR HR ADVISOR\_** June 2017–May 2019 **Human Capital Management Solutions – NCD, Port Moresby**

**Key Responsibilities**

* Implement Clients 360 degree PMP in alignment with Balanced Score Card within project deadlines, budget and delivery standards.
* Work alongside divisional line managers establish and support the link between strategic business objectives and people’s day-to-day actions and tasks by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual, team and organizational performance.
* Liaise with the line managers to establish performance based benefits which include increments, promotion and training.
* In liaison with the clients sectional managers design and implement effective Recognition Programs to reward staff contributions.
* Work alongside line managers from time to time evaluate and review the Performance Management Plan and improve for future implementation.
* Conduct recruitment – (identifying vacancy, evaluate Need, develop position description, develop recruitment plan, select search, committee, post position, implement recruitment plan, review application, develop shortlist, conduct interviews and select hire).
* Maintain a positive employee relationship with a high standard HR Best practice in the organization by providing advice/guidance to employees and management in compliance with company standards, policies and procedures.

**HUMAN RESOURCES OFFICER \_** December 2016 – June 2017 **BUK BILONG PIKININI Inc. NCD, Port Moresby**

**Key Responsibilities**

* Coordinate and facilitate recruitment (full cycle) and placement of potential staff within budget & timeframe. Highly commended by management.
* Conduct performance reviews, appraisal, as well as training needs analysis to identify staff needs and coordinate Training and development for staff.
* In liaison with the HR Manager, develop PMP and systems linking Organisations strategic business objectives and employee daily performance which involves devising a tracking process which captures the progress from goal setting, mid-year reviews and end of year evaluations to support individual, team and organizational performance.
* Administer Graduates quarterly (3month) Performance Appraisal from performance tracking apart from the other staff that requires mid-year reviews (6months), and report to the management on a timely basis.
* Assist payroll administration, calculate timesheet for casual staffs), tax, Nasfund membership and IRC Tax Administration.
* Develop Staff Contracts, inputting into Employee Details Administration database, and update HR Information System (HRIS), including staff leave records and confidential files.

**HUMAN RESOURCES ADVISOR (OIC Recruitment),** June 2016 – October 2016 **HR** **ADVISOR GRADUATE TRAINEE** – November 2013 – June 2016) **HR BUSINESS SOLUTIONS NCD, Port Moresby.**

**Key Responsibilities**

* Conduct and implement Recruitment, Performance Management Process/Planning for business clients,
* Develop and communicate capacity building programs in the performance management process to enable managers to effectively evaluate and measure individual and team performance and to optimize performance and productivity.
* Coordinate organization-wide efforts which ensure that performance management and improvement programs are developed and managed using a data-driven approach that sets priorities for improvements in line with on-going challenges and changes.
* Develop and communicate the strategic vision, scope, priorities, processes, systems and tools of the performance management unit.
* Delivered Clients HR Best Practice Audits, provide report to management and client
* Provide sound advice to employees regarding welfare, benefits and other job related issues, grievances to management recommending appropriate actions for win-win situation;
* Provide sound HR advice and solutions to management for appropriate action in compliance with company standard operating procedures and policies.

**DECLARATION**

I Junior Lasi, here understands all contents to be true and correct about myself. Should there be any information found to be misleading, I declare myself to be held accountable for the consequences.

Thank you **JUNIOR LASI**