



## Job Opportunity at KPA Human Resource Officer

The Kiribati Ports Authority (KPA) is pleased to invite qualified individual to fill in the post of **Human Resource Officer** carrying a salary scale of Grade 5-4/3 of KPA's salary scale.

**i) Eligibility**

- Degree in Human Resource Management and Administration or related field.
- At least three (3) years working experience in human resource and administration.
- Age should be between 25 to 40 years.

**ii) Skills and Attributes:**

- Effective organisational skills.
- Ability to form working relationships with people at all levels
- Teamwork skills
- Ability to solve issues on administration matters
- Excellent Interpersonal skills
- Ability to present report to Management and meet deadlines
- Fluent in Microsoft Office and database

**iii) Ineligibility**

- Applicants with unclear police record is not eligible.
- Applicant who is proven to be mentally and physically unfit is not eligible.

**iv) Period of employment-** Appointment will be made for three (3) years contract with possibility for extension based on successful performance.

**v) How to apply:** Application form can be downloaded on KPA website or can be obtained from KPA office during business hours.

**vi)** Full details of the post can be sighted at KPA office during working hours or by emailing to [ceo@kpa.com.ki](mailto:ceo@kpa.com.ki) or [hrm@kpa.com.ki](mailto:hrm@kpa.com.ki)

**vii)** Application form along with the CV and other relevant documents shall be submitted during working hours to KPA Office not later than **Friday 5<sup>th</sup> February 2021.**

CEO, Kiribati Ports Authority.