



A member of the Federation of Savings & Loan Societies Ltd

Level 1-2, Tisa Haus
Sir John Guise Drive,
P.O. Box 319
Waigani, N.C.D.
Papua New Guinea

Telephone: (675) 300 2345

(675) 300 2200

Website: www.tisa.com.pg

POSITION VACANCY: INFORMATION SYSTEMS & PROJECT ANALYST

We are seeking to recruit a skilled **Information Systems & Project Analyst** to join our **People & Culture Division**. Reporting to the Head of People & Culture, you will be responsible for managing and optimizing TISA Group's HR information systems, ensuring data accuracy, and supporting HR projects in compliance with best practices and the TISA Group Standard Operating Procedures.

Key Accountabilities:

- Collaborate with the Head of People & Culture and other departments to understand HRIS needs.
- Prepare, maintain, and update employee and position data within the HR information system.
- Lead systems updates and upgrades, collaborating with internal and external vendors.
- Ensure data accuracy and integrity.
- Lead in HR projects related to system enhancements, integrations, and issue resolution.
- Act as a liaison between business teams, application vendors, and IT for system-related matters.
- Participate in system testing and quality assurance.
- Analyse HR data to identify trends, patterns, and opportunities for process improvement.
- Generate reports and dashboards to support decision-making.
- Propose and implement process enhancements to streamline P&C operations.
- Stay informed with industry trends and best practices related to HRIS and project management.

Key Educational Qualification, Requirements and Experience:

- Bachelor's Degree in Information Systems, Human Resources, Business Management, or related discipline
- Must be a member of the Papua New Guinea Human Resources Institute
- 5 years' experience in administrating HR Information Systems, Data Analysis and Project Management preferably within the banking/finance industry.
- In-depth knowledge of P&C policies and procedures.
- Ability to fully utilize Office Tools (MS Office) and related systems (TechnologyOne)
- Ability to organize and communicate with different stakeholders to resolve issues or drive initiatives.
- Must be able to work after hours and/or on weekends as and when required to.
- Must have excellent communication, analytical and problem-solving skills.
- High level of documentation, analytics, and reporting skills

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture
Teachers Savings & Loans Society
PO Box 319, Waigani National Capital District
Email: TISA.Recruitment@tisa.com.pg

ONLY shortlisted applicants will be contacted

Applications close at 4:00 pm, Friday, 03rd May 2024

Note:

Candidates deemed successful after the 'Interview Process' will be subjected to providing the following Pre-Employment Requirement(s).

1. *Medical Examination Report from recognized medical institutions. (No older than 12 months)*
2. *Police Clearance Certificate (No older than 12 months)*
3. *COVID-19 Vaccination Certificate*