



**National
Airports
Corporation**
PAPUA NEW GUINEA

JOB VACANCY

National Airports Corporation Limited (NAC) is a State-owned Company, established under the Civil Aviation Act 2022 (as amended) and incorporated in 2009 under the Company Act 1997. NAC owns and operates 22 national airports throughout Papua New Guinea. It is highly capital intensive and technically regulated company with over 1000 employees across the country.

All airports operating under the banner of the NAC are required by law, to operate under minimum safety and security regulatory requirements in compliance with PNG Civil Aviation Rules (CAR) as permitted by the Civil Aviation Safety Authority of PNG (CASA PNG) and conforms to the to the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs).

NAC is now inviting experienced and qualified individuals to apply and fill the following vacant positions:

LEARNING & DEVELOPMENT CORDINATOR

POSITION SUMMARY:

The Learning and Development Coordinator (HR) will design, coordinate, and deliver learning and development programs for NAC staff across airport operations, safety, customer service, and corporate functions. This role ensures training aligns with regulatory requirements, operational needs, and organizational goals to maintain a skilled, compliant workforce.

KEY FUNCTIONS AND RESPONSIBILITIES

- Develop, implement, and maintain a comprehensive training calendar for operational and corporate staff.
- Identify training needs through skills gap analysis, performance reviews, compliance requirements, and stakeholder consultation.
- Design and update course materials, standard operating procedures (SOP) training content, job aids, and assessment tools.
- Coordinate and deliver classroom, on-the-job, and e-learning sessions; engage external trainers and subject-matter experts as needed.
- Manage mandatory regulatory and safety training compliance (e.g., security, fire safety) and maintain accurate training records and certifications.
- Monitor and evaluate training effectiveness using assessments, feedback, KPIs, and post-training follow-up; report outcomes and recommendations to HR and Operations leadership.
- Coordinate training logistics: venues, equipment, materials, and participant communications.
- Manage training budgets, procurement of training services, and vendor relationships.
- Support onboarding training for new hires and role-specific induction programs.

QUALIFICATIONS, EXPERIENCE, SKILLS/KNOWLEDGE;

- Diploma or degree in Human Resources, Education, Aviation Management, or related field.
- 3+ years' experience in training coordination, L&D, or HR within aviation, transport, logistics, or regulated industries preferred.
- Familiarity with aviation regulations, airport operations, or safety management systems (advantageous).
- Experience with LMS platforms and e-learning tools.
- Strong facilitation, presentation, and instructional design skills.
- Excellent organizational, project management, and communication skills.
- Proficient in MS Office; experience with learning analytics and reporting.
- Ability to work flexible hours to support shift-based operational staff and emergency training needs.

PERSONNEL ATTRIBUTE;

- Detail-oriented with strong commitment to compliance and quality.
- Collaborative, proactive, and customer-service focused.
- Comfortable working in a dynamic, safety-critical environment.

MANAGER EMPLOYEE RELATIONS

POSITION SUMMARY:

The Manager Employee Relations is responsible for fostering a positive and productive work environment by proactively managing employee relations matters. This role leads efforts to resolve workplace conflicts, supports compliance with employment laws and company policies, and partners with leadership to enhance employee engagement, performance, and retention.

KEY FUNCTIONS AND RESPONSIBILITIES;

- Investigate, document and resolve complex employee complaints, including harassment, discrimination, misconduct, and policy violations in accordance with company procedures and legal guidelines.
- Develop, implement and interpret HR policies, ensuring consistency with legal standards, organizational culture and best practices.
- Advise and coach managers on performance management, discipline and conflict resolution to ensure consistency and minimize legal risk.
- Facilitate mediation and conflict resolution efforts between employees and/or managers to promote a respectful and inclusive work environment.
- Collaborate with HR and leadership to assess engagement trends and support initiatives that drive employee satisfaction and retention.
- Provide guidance on performance improvement plans, disciplinary actions and termination decisions to ensure fair and legal processes are followed,
- Ensure compliance with PNG's labor laws.

QUALIFICATIONS, EXPERIENCE, SKILLS/KNOWLEDGE;

- Bachelor's Degree in Human Resource Management, Psychology or a related field.
- Minimum **5 years' experience** in a managerial role within HR or Employee Relations.
- In-depth knowledge of PNG labor laws, Employment Act 1978,
- Proven ability to manage sensitive ER matters and foster positive employee engagement.
- Strong leadership and communication skills
- Effective conflict resolution and negotiation abilities
- High-level organizational and planning capabilities
- Strategic thinking and decision-making skills
- Proficiency in MS Office and HR systems

To Apply:

Interested candidates must provide:

- Application letter expressing their interest
- Updated Curriculum Vitae (CV)
- Copy of Certified Educational Qualification documents

Address all applications to:

- General Manager Human Resource
- National Airports Corporation
- PO Box 684
- Boroko, NCD

Email your applications as one document to recruitment@nac.com.pg with your name and position of interest as the subject. You can also hand deliver your application at NAC HR Office located at 7mile, Port Moresby.

Note: Accommodation is **not** a condition of employment.

Applications close at 5pm (local time) on Friday, 30th January 2026.

Only shortlisted applicants will be contacted.

Authorized by;

Dominic Kaumu, ML OBE
Acting Managing Director & CEO