



The Pacific Theological College

## Human Resources Manager

The HR Manager shall be a senior management staff of the college, responsible for the college's HR planning, management, coordination, and monitoring and reporting. You will require minimum supervision.

**For detailed Terms of Reference , please visit our website [www.ptc.ac.fj](http://www.ptc.ac.fj) or our Facebook page <https://www.facebook.com/PTCNaseseSuva>**

Applicants are asked to submit their current CV along with a supporting letter of motivation no more than two pages, with contact details of at least two referees.

Applications can be submitted electronically by e-mail to: [sanjeet.singh@ptc.ac.fj](mailto:sanjeet.singh@ptc.ac.fj). Alternatively, hand delivered to PTC reception desk or send via postal mail to the addressed:

*Mr. Sanjeet Pratap Singh  
Director Finance & Administration  
Pacific Theological College  
Private Mail Bag  
Suva.*

Closing Date for Applications 31 March 2020.