



STEAMSHIPS

STEAMSHIPS (100yrs) 1918-2018

THE
STEAMSHIPS GRADUATE
DEVELOPMENT PROGRAM

About Us

DOING BUSINESS IN PNG SINCE 1918

Steamships Trading Company is one of PNG's biggest multi-industrial companies to date.

Our continual growth remains positive, pioneering sustainable progress in PNG into the 21st century. We lead a diversely, skilled and agile workforce of over 2400 employees; the energy source of our business success.

Our Graduate Development Program aims to attract, develop and retain our future business leaders with mindsets of innovation and valour. We value determined individuals who are passionate about safety, customer focus, integrity, people development, excellence, humility & continuity; and are in search of team players looking to build a career with such values.

We have been in the business for over 100 years. We have been there and done that, but we are still in search for something new- Maybe it's You.

WWW.STEAMSHIPS.COM.PG

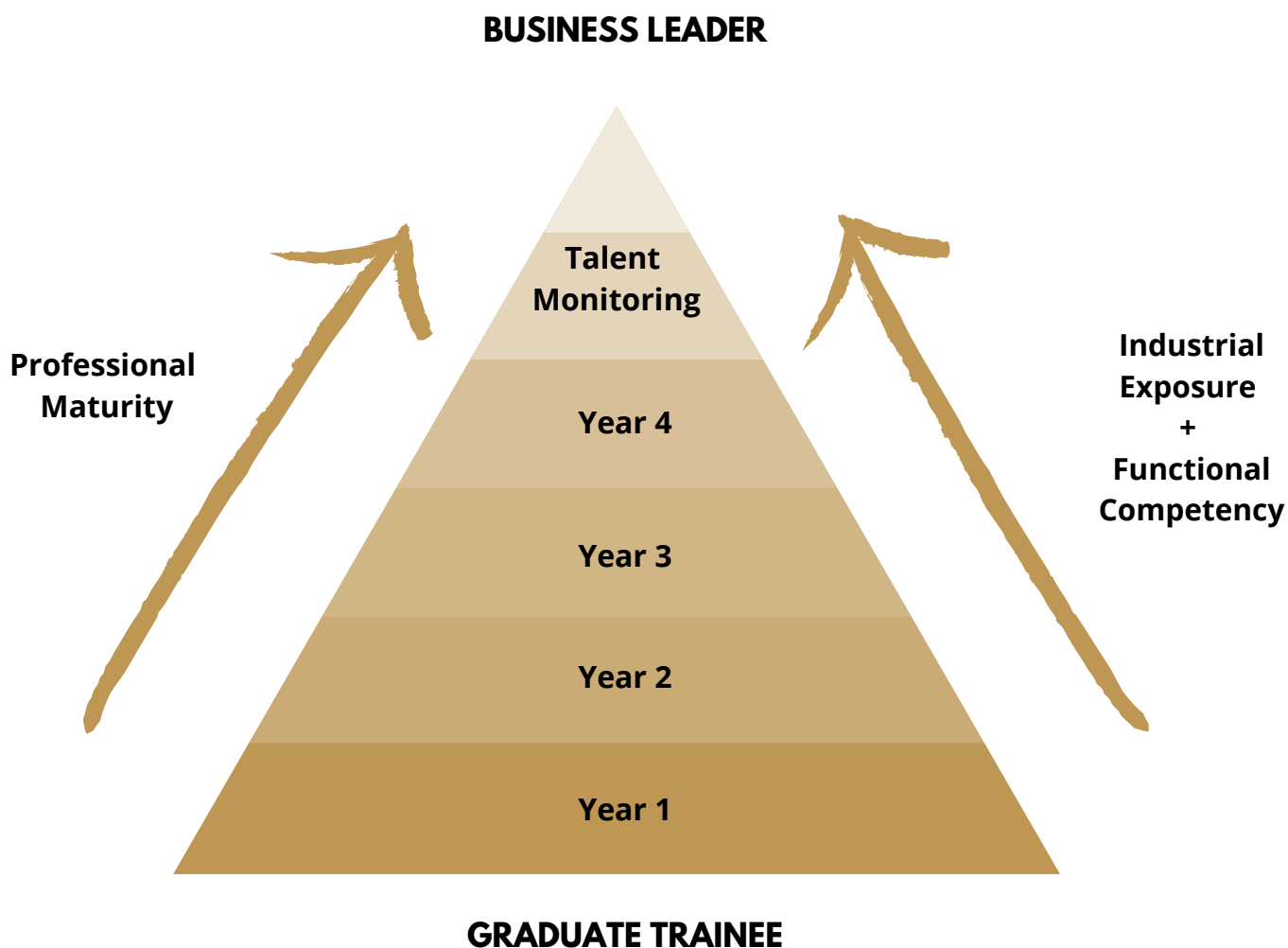
**Esse Quam
Videri- To
be, not to
seem to be.**

SWIRE MOTTO

How it works

OUR FRAMEWORK

In Steamships, we have an overarching leadership framework and a General Management List of talents we keep on our radar for active career management. This GDP is our key entry point for individuals to enter that talent list. We follow general elements to develop talents entering through the GDP: 1. Industrial Exposure, 2. Functional Competence and 3. Professional Maturity. The image below shows how each element links to guide your success.



How it works

THE PROGRAM

According to Professor D. A. Kolb, *'knowledge results from the combination of grasping experience and transforming it'*.

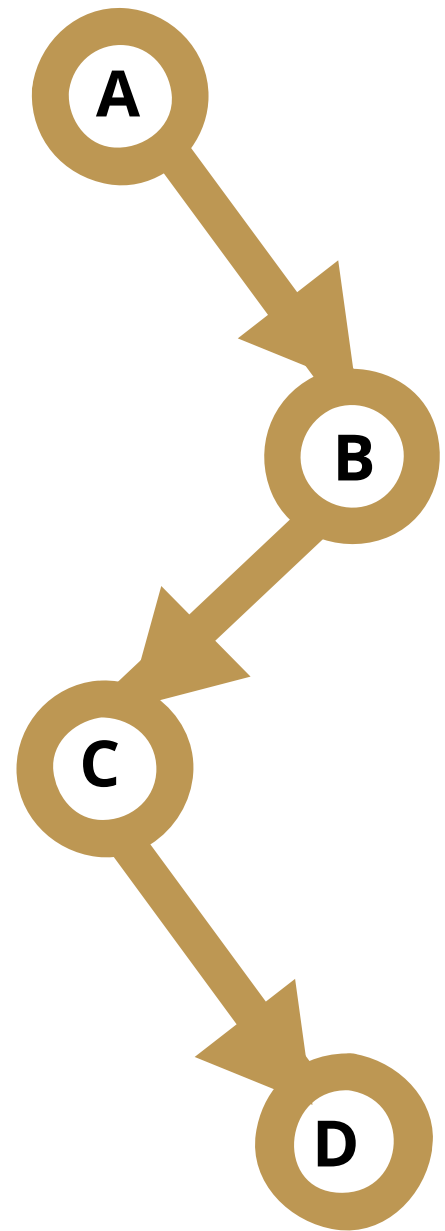
Every trainee that enters the GDP is first settled into one industry *'division'* with one coach *'the manager'* and one subject *'block'* to focus on.

The trainee is required to spend a period of time *'rotation'* learning everything they can about that subject, under the guidance of the manager within the industry they are placed. The trainee is also given a set of objectives to achieve on a regular basis or as a big project.

After the rotation, the trainee is assessed based on the completion of the objectives, their understanding of the subject and industry, their behavior towards people around them and how they lived the Steamships Values.

Trainees who are successful are then transferred *'rotated'* to a new business, to a new manager with a new focus subject with new objectives. The cycle continues until all subjects are covered and an overall assessment is made on the trainee to graduate.

The next page shares the subjects required Management, Accounting and IT pathways.



'The best way to predict the future is to create it'

ABRAHAM LINCOLN., 16TH
PRESIDENT OF UNITED STATES OF
AMERICA

GDP Pathways

SUBJECT BLOCKS

The Steamships GDP involves three (3) pathways. Each Pathway involves a set of blocks in which trainees will be assigned to gain experience in anywhere in the Steamships Group.

a) Graduate Accounting Program (GAP)

4 years of 12 month Rotations. Trainees will learn about:

Financial
Operations

Financial
Reporting

Auditing &
Taxation

Cashflow,
Budgeting and
Forecasting

b) Graduate Management Program (GMP)

4 years of 12 month Rotations. Trainees will learn about:

Operations

Commercial

Finance

Functional HR,
HSE or Public
Relations

c) Graduate IT Program (GIP)

2 years of Training and two 6 month Rotations. Trainees will learn about:

IT Operations &
Helpdesk

Pronto ERP,
CargoWise

Applications and
Messaging

Technical Support
and Infrastructure
Planning

Security &
Networking

During the recruitment process, applicants must indicate which pathway they are applying for. Screening of Applications will vary depending on pathway.

Help & Support

MANAGEMENT AND PEER ASSISTANCE

You know that nervous feeling when you enter a room full of strangers for the first time and you've got to work with them- we know that feeling too.

Our Graduate Development Program offers lots of support.

We have an online sharing platform set up specifically to connect you with our GDP alumni and other graduates who are still on the program. We also have quarterly Meet & Greet events so you can link in person and meet other established young leaders outside of the company and grow your professional network.

Every rotation, you are also presented with opportunities to have direct one-on-one meetings and coaching from our senior top level managers including the General Managers, Finance and HR Managers across the business.

As long as you are in the Graduate Development Program, you will be connected to us: if you have any questions throughout the program, our Corporate HR, IT and Finance Departments will always be just a phonecall away.

**'Nothing I say this day
will teach me anything.
So if I'm going to learn, I
must do it by listening'**

LARRY KING, FAMOUS TV AND
RADIO HOST

How to join up!

APPLICATION OPTIONS & PROCESSES

We know its going to be tough so we are after the best of the best.

Applications are opened each year in March to recruit graduates for each pathway. In general, we are looking for insightful, committed and self-reliant team players who:

- Are from any discipline, in a registered University.
- Currently have an accumulative GPA Score of 3.0.
- Have no more than 2 years work experience.
- Have a strong 'can-do' attitude;
- Are willing to learn and learn things fast; and
- Are passionate to be part of a 100 year legacy of business, growth and sustainability in Papua New Guinea.

Our application and screening phase runs annually, from March to May.

We make sure to review every application fairly and for this we will need your patience.

All applications are initially received by our third party recruiter CCPacific. CCPacific is based in Port Moresby and can be contacted through recruitment@ccpacific.com.pg or 325 5861/ 325 6976.

Applicants who pass the first stage of screening will then undergo a series of tests and interviews for us to reach our final shortlist for an intensive assessment centre in Port Moresby.

Our assessment centre is a range of pressure tests delivered over 3 days by our Senior Managers and HR Managers to select new intakes.

For more information, contact our recruiters at CCPacific through: recruitment@ccpacific.com or 325 5861/ 325 6976

**'You are the
CEO of Your
Life'**

RANDY SHATTUCK, THE
SHATTUCK GROUP- CYBER
SECURITY ENGINEERING FIRM

Frequently Asked Questions

ELIGIBILITY/ APPLYING/ THE PROGRAM/ EMPLOYEE WELFARE

Q: I applied for the graduate program last year. Can I apply again?

A: Yes- as long as you fit the eligibility criteria you can apply again.

Q: Do I need to have workplace experience to apply?

A: No.

Q: Can I apply if I have not graduated yet?

A: If you'll be graduating in 2021, then yes you can apply.

Q: Can I apply if I have a diploma or certificate?

A: No. You will need to have a Bachelor's degree; or higher.

Q: Can I apply if I graduated a couple of years ago?

A: Only if you have graduated in 2018, 2019 or 2020.

Q: I am studying overseas. Can I still apply?

A: Yes- provided you have a graduated with a Bachelor's Degree, or higher; from a recognized tertiary institution abroad.

Q: Does my field of study matter?

A: No. Attitude is a big key for us so all other fields can apply if you have the passion and drive to succeed outside your comfort zone.

However, the GAP and GIT are strictly for Accounting and IT graduates only.

Q: Can I change my application after submitting?

A: No. We will only accept one version of your submission. If you submit more than one application, we will only accept the first one received.

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FOR MORE INFO**

Q: Will there be a panel interview?

A: Yes. There will be telephone interviews by our recruiters at the start of screening and then panel interviews carried out by our senior managers in the last stage of screening.

Q: I have tests/exams over the interview period. Can the interview be rescheduled?

A: The only interviews that can be rescheduled are the phone interviews with our recruiter. It will not be possible to reschedule any other screening activity due to resource planning required behind the scenes.

Q: When does the program commence?

A: All new intakes will begin the program in February the following year.

Q: Do all graduates go through the same projects?

A: No.

Q: I can't apply online- can I submit hardcopies of my application?

A: No.

Q: How are workplace projects created?

A: Workplace projects are created depending on the needs of the business you enter and your demonstrated abilities. The complexity and scope of each project will heavily depend on what year of the program you are in and your attitude towards taking on new challenges.

Q: What happens when I join the Steamships Trading Graduate Development Program?

A: On your first day with Steamships you will be introduced to the company and leaders of the Corporate Headoffice including the Managing Director and Chief Operating Officer. You will also meet with HR Managers responsible for your settling in your first year rotations. Program expectations will also be shared with you in detail for you to gain a comprehensive understanding of the Graduate Development Program and what it will mean to you over the next four years.

Q: Can I do further studies whilst employed as a graduate?

A: The Steamships GDP is an intense 4 year program with a mix of practical and theory learnings. We would highly discourage an overload of activities which may affect your studies and performance however, we are flexible to look at this on a case-by-case basis

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Q: What type of professional development will be provided?

A: A mandatory curriculum exists for all graduates in the program. Classroom sessions are all aligned to your program and the Steamships Leadership Development Framework.

Q: What happens during each development year?

A: Graduates will be required to do four simple things every year:

1. Join a new company and contribute meaningfully whilst learning about the company's operations. You will rotate through different business areas through four 12 month rotations, working on projects and a variety of areas to expand your knowledge across a broad business foundation.
2. Attend mandatory training sessions coordinated by Corporate Headoffice. For accountants in the GDP, CPA exams and classes are mandatory and will be sponsored by us.
3. Step up and maintain professional communication with all stakeholders of the program including: other graduates, GMs and Senior managers of your host company, employees of your host company and the Corporate Headoffice.
4. Report on time as required and uphold the Steamships Code of Conduct.

Q: Can I pick my rotation?

A: You can influence your rotation. Rotations are agreed on between Corporate Headoffice and business leaders. Graduates can express their preferences to Corporate Headoffice however, we will prioritise business' needs and capacity to coach trainees effectively during one full year and plan appropriately.

Q: What are our expectations of a graduate trainee in the GDP?

A: Commitment to our program manual which will be shared with you on your first day and a commitment to live by and role model the Steamships values, even in ambiguous situations and under challenging circumstances. Our values are: Safety, Customer Focus, Continuity, People Development, Integrity, Excellence and Humility.

Q: What happens at the end of the graduate program?

A: A final assessment of your performance across your four years will be led by our Corporate Headoffice in liaison with all managers who supervised you throughout the program. Based on your performance records and history of achievements, a permanent offer may be offered if available.

It is important to note, that completion of the program does not qualify a graduate for permanent employment.

Q: What are the normal working hours?

A: Throughout the program all graduates will be required to work 40 hours a week, with starting and finishing times to be agreed with your host manager.

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FOR MOREINFO**

Q: Will the probation period apply if I'm in the GDP? How long will it be?

A: Yes. Probation period applies to all new employees of Steamships and will be for a period of 3 months.

Q: What benefits will a successful graduate receive while on the program?

A: Apart from a market-competitive salary, we will offer all successful graduates support with housing allowance, medical insurance, further professional training and development; and inclusion in our annual review period.

Q: Where will the work locations be?

A: Primarily Port Moresby and Lae depending on which business you will be rotated to during the program.

Q: If I rotate to another division out of Port Moresby, will accommodation be provided?

A: No. The housing allowance provided as part of your employment will need to be utilized to secure your own accommodation.

Q: Can I be suspended or terminated from the GDP?

A: Yes. Throughout the program, you will be subjected to the Steamships Code of Conduct and Disciplinary procedures as all other permanent employees are. Any breaches of the Code or constant absenteeism or inability to meet program expectations or constant underperformance on your part will result in suspension or termination depending on the severity of the situation.

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