



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: HUMAN RESOURCE ASSISTANT [PERSONNEL UNIT]

CORPORATE INFORMATION

1. Position Level: Salary Band (Band C)
2. Salary Range: (\$12,081.69 – 15,489.35)
3. Duty Station: Ro Lalabalavu House

REPORTING RESPONSIBILITIES;

- a) **Reports To:** Senior Human Resource Analyst [Personnel]
- b) **Liaises with:** Ministry Staff, Applicants and other stakeholders
- c) **Subordinates:** N/A

POSITION PURPOSE

This Human Resource Assistant is responsible for ensuring proper management & maintenance of leave records and personnel files in the Personnel Section within the human resource management functions and will be part of administrative functions. The incumbent will also be required to provide administrative, logistics and secretarial support services to the Unit.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Ensure that up to date and reliable leave records are maintained for each staff member in an efficient and effective manner.
- 2) Proper update and maintenance of attendance and leave records are to be reflected in the bio metric system.
- 3) Provide leave status to staff for further processing of leave application and pro-rata leave balances to HOS on monthly basis.
- 4) Assist in Processing of Resignation and Retirement, Annual leave, Bereavement Leave, Sick Leave, Long Service Leave, Leave without Pay, Maternity Leave, Leave abroad and Sporting Leave.
- 5) Assist in maintaining and updating the Training, APA & Personnel files for all the officers.
- 6) Ensure security and confidentiality of all records and information.
- 7) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effectively and timely management of leave portal in compliance with relevant processes, legislations and policies.
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements.
3. Timely and accurate delivery of services that support customer/stakeholders requests and/or requirements, compliant with standard operating procedures.

4. An effective filing and record – retrieval system is implemented, maintained and documentation provided within required timeframes

PERSON SPECIFICATION

In addition (Diploma in Management and Public Administration, Business Administration or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

At least 1 – 2 years' experience working in a similar role in any organisation

SKILLS AND ABILITIES

1. Ability to respond to queries within agreed timeframes
2. Ability to effectively work in a team and with clients and stakeholders
3. Demonstrated ability to plan and organize activities, projects and work cooperatively within a team environment
4. Sound communication, interpersonal and representational skills
5. Capacity to utilise computer programs to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants