



MINISTRY OF FINANCE

JOB DESCRIPTION: SENIOR HUMAN RESOURCES ANALYST [PERSONNEL]

CORPORATE INFORMATION

1. Position Level: Salary Band (Band G)
2. Salary Range: (\$32,999.24 - \$41,641.91)
3. Duty Station: Ro Lalabalavu House, Suva.

REPORTING RESPONSIBILITIES:

- a) **Reports To:** Manager Human Resources
- b) **Liaises with:** Internal Staff; Ministries and Departments; Stakeholders
- c) **Subordinates:** Human Resource Analyst, HR Assistant

POSITION PURPOSE

The purpose of the post is to facilitate and administer the management of Personnel Section in accordance with approved instruction and directions.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that all Personnel services are delivered effectively and efficiently in consultation with and endorsement of the Head of Admin, Heads of Sections/Divisions and Permanent Secretary for Finance by managing the staff establishment of the Ministry through regular updates of Person to post.
2. Managing absence in the workplace. Ministry of Finance employees are granted a range of leave designed for work-life balance, which enables them to remain productive at work. The range includes annual leave, sick leave, bereavement leave and other entitlements as stipulated in the regulations.
3. Personnel keep detailed records of each type of leave and record instances of unauthorized absence and ensure that up to date and reliable leave records are maintained for each staff member.
4. Provide support to Head of Admin through effective co-ordination and communication to facilitate Human Resources Management Database development.
5. Ensure security and confidentiality of all records and information in analyzing Disciplinary cases and consult Solicitor General's Office
6. Provide Policy advice on Human Resources matters.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that Timely delivery of all Personnel services effectively and efficiently in consultation with and endorsement of the Director [Corporate Services Division], Heads of Sections/Divisions and Permanent Secretary for Economy.
2. Effectively manage the staff establishment of the Ministry through monthly updates of Person to post.
3. Effectively manage Leave records and updates and reconciliation.
4. Timely analysis of Disciplinary cases.

PERSON SPECIFICATION

In addition, to Degree qualification (or equivalent) in Human Resources, Management & Public Administration or Employment Relations (or related field) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience working in a Human Resources Department or significant relevant experience in recruitment and selection activities in a public sector or corporate environment.
2. Knowledge of 2013 Constitution, Public Service Act, OHS Act, Crimes Decree, and other relevant regulations, HR Legislation, GO, Constitution, Terms & Conditions, Policies & Guidelines.

SKILLS AND ABILITIES

1. Ability to give comprehensive advice on HR matters to the Manager Human Resources
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilize computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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