



MINISTRY OF FINANCE

JOB DESCRIPTION: SENIOR HUMAN RESOURCES ANALYST [POST PROCESSING UNIT]

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 assist in all Recruitment and Selection activities of the Ministry

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Facilitate and ensure that all recruitment and selection activities adhere to the Open Merit Recruitment and Selection Guideline (OMRS);
2. Efficient and Effective Management of HR/CS Applicant Register, long listing and shortlisting folders.
3. Arrange meetings with approved selection panels and assist in coordinating interviews and job tests.
4. Ensure proper Reference Checks are obtained for most meritorious candidates and submissions submitted within agreed timelines.
5. Prepare contracts for approved candidates, issue regret letters and liaise for any appeals as well as arrange for office equipment and furniture's and organize Medical Examination and Police Clearance for New Appointees confirming on start date.
6. Organize HR Briefing and induction for new appointees and inform all on new appointment via email.
7. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Recruitment and Selection activities are compliant with the Open Merit Recruitment and Selection Guideline and policies, and meet the specified timeline to fill vacancies.
2. All Recruitment & Selection submission reports are compiled with appropriate information and submitted within agreed timeframes.
3. Timely and appropriate supervision of staff activities and performance that support the achievement of expected outcomes in individual work plans.
4. All agreed activities in post processing unit are completed and delivered as outlined in the work plan/business plan work schedule

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. Understanding of Public Sector legislation, particularly with regard to employment recruitment and selection activities or experience that demonstrates the ability to rapidly acquire such understanding.

SKILLS AND ABILITIES

- Ability to give comprehensive advice on HR matters to the Manager Recruitment & Selection.
- Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
- Sound communication, interpersonal and representational skills
- Ability to follow guidelines and appropriately apply processes
- Demonstrated ability to maintain confidentiality
- Capacity to utilize computer programs to support daily operations
- 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