



MINISTRY OF FINANCE

JOB DESCRIPTION: Human Resources Officer [Personnel]

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: (\$24,989.57 - \$31,534.46)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to: Senior HR Analyst [Personnel]
 - b) Liaises with: Ministry staff, Public Service HR Officers
 - c) Subordinates: 2

POSITION PURPOSE

The position is responsible developing, coordinating, and overseeing the maintenance of personnel record keeping procedures; effective and efficient leave management; supervising the processing of personnel transactions and the appropriate procedures for confidential personnel records and assisting in resolving employee disciplinary matters and grievances.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Provide administrative, leadership & Support Services to Senior HR Analyst [Personnel/PPU].
2. Assist Senior HR Analyst [PPU] in post processing of vacancies and disciplinary cases as and when required
3. Ensure that all leave records, personnel files are maintained correctly and confidentially;
4. Effectively provide information to staff in relation to Leave/HR Matters particularly in compliance with Regulations/Policy requirements;
5. Assist and organise probationary and annual performance evaluation exercises for all staff and assist Senior Human Resource Officer [Personnel] in managing disciplinary matters for the Ministry
6. Provide accurate and timely advice to Senior Human Resource Analyst in all Personnel activities e.g. (Resignations, Retirement, Transfers, Bio Metric and Overtime);
7. Submit monthly leave update to HOS and monthly late arrivals for Salary deduction to Treasury;
8. 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 agreed (Human Resource matters) are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies.
2. Effective and timely management, and regular monitoring of staff performance and attendance to enable business continuity, and delivery of quality services.
3. All agreed Human Resource functions and activities are carried out in compliance with the standard operating procedures, business service standards, reform guidelines and applicable legislation
4. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents.

PERSON SPECIFICATION

In addition to Diploma in Management & Industrial Relations, (or equivalent) in Human Resources, Public Administration, or similar [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2 years relevant experience in similar work environment
2. Practical, working knowledge on human resource management;

Skills and Abilities

1. Ability to achieve results personally and through effective team leadership
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 and work cooperatively within a team environment
6. Capacity to utilise computer programs to support daily operations
7. 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