



JOB DESCRIPTION

Position:	Human Resources Officer
Location of position:	Suva
Reporting to:	Senior Human Resources Officer (SHRO)

OBJECTIVES

To support the effective implementation of Human Resources (HR) policies, procedures, and programs that address all aspects of the employee life cycle while fostering a productive and compliant work environment. This includes supporting recruitment, onboarding, performance management, employee relations, training and development, industrial relations, and employee offboarding.

KEY DUTIES AND RESPONSIBILITIES

1. Recruitment & Selection

- i. Assist respective managers to finalize job descriptions.
- ii. Prepare and review internal, external and overseas adverts.
- iii. Prepare and review nominal roll (longlist) and shortlisting matrix.
- iv. Prepare and review appointment letters for the shortlisting and interview panel.
- v. Manage relevant panel declarations.
- vi. Arrange interviews within 5 working days of finalized shortlisted candidates.
- vii. Arrange interviews, interview files with appropriate rating sheet, position details, questionnaire and candidate details as and when required.
- viii. Represent HR in the interview panel for positions below Manager Level as and when instructed by the Head of HR&T. In some instances, you may be required to facilitate the interview process for the Board in the absence of the Head of HR&T. All interview files should be collected from the interview panel at the latest one day after the interview.
- ix. Prepare interview reports to be reviewed by the Senior Human Resources Officer.
- x. Perform necessary background checks for successful candidates as and when required once successful candidates are identified. To be reviewed by the Senior Human Resources Officer.

- xi. Prepare offer letters to be reviewed by the Senior Human Resources Officer. Turnaround time, 2 working days from CEO's approval.
- xii. Upon acceptance of offer and clearance of necessary background checks, draft contract to be reviewed by the Senior Human Resources Officer. Ensure job descriptions are attached to the contracts as schedule 2. Turnaround time, 3 working days upon acceptance of offer.
- xiii. For all expatriate engagement ensure all necessary due diligence, approvals and necessary documentation are adhered to and obtained in line with FRA's policy and legislative requirements. To be reviewed by the Senior Human Resources Officer.
- xiv. Attend to orientation and general induction of the new hires as and when required. All new employees must have attended their induction within their first week of employment. At the latest, induction formalities must be attended to before probation period is completed.
- xv. Enter the new hires details on Pay Global.
- xvi. Ensure all necessary forms and documentations are attended to and filed appropriately immediately (hard and soft copy).

2. Probation Reviews

- i. Send a curtsey reminder to line Managers at least 2 weeks before the Probation Review is due.
- ii. Immediately notify the SHRO and the HoHRT if there are any concerns highlighted in the Probation Review Form and/or if a recommendation has been made to be extended or terminated contract of service.
- iii. Based on the outcome of the review, draft appropriate letter.

3. Job Descriptions (JD)

- i. For newly created positions, undertake Job Analysis (JA) exercise to ensure all aspects of the newly created job are considered to draft the JD.
- ii. 3 months prior to the start of the new financial year start, consult all line Managers for any changes to JDs and amend accordingly.
- iii. Ensure the amended JD are submitted to staff within a week of being finalized and filed (hardcopy and softcopy) accordingly.
- iv. Ensure all employees must have signed off on their Job Descriptions in their personal files.

4. Employment Contract

- i. Draft employment contracts as instructed by the HoHRT and/or SHRO.
- ii. Explain the content of the Contract of Service to the employee before they sign their contract of service. Ensure JD is attached and signed off as well.
- iii. Draft and review appropriate letters to notify staff about the status of their contract of service.
- iv. Communicate the Outcome of renewal / non – renewal ideally 3 months in advance, at the latest, equivalent to period of notice.

5. Human Resources Management Information Systems (HRMIS)

- i. Promptly and accurately input staff data into the HRMIS

6. Leave Entitlements

- i. Ensure all new starters have their leave entitlements keyed into the HRMIS accurately in a timely manner.
- ii. Ensure accrual of annual leave is in compliance with company policy.
- iii. Extract employee leave balances and save a softcopy on a monthly basis.
- iv. Track the usage of other leave types to identify trends and patterns

7. Employee Relations

- i. Assist with addressing employee concerns and grievances, ensuring a fair and transparent process.
- ii. Support the SHRO and/or HoHRT in managing industrial relations issues, including compliance with labor laws and union matters.
- iii. Assist with dispute resolution, maintaining documentation, and engaging stakeholders effectively.
- iv. Provide support for collective bargaining activities, including research and preparation of documentation.
- v. Ensure compliance with union agreements and assist in their implementation.

8. Performance Management

- i. Support the half-yearly and annual performance review process by coordinating timelines, distributing templates, and assisting managers with guidance.
- ii. Maintain tracker of APA status. Identify which staff are entitled to a bonus and those that need to go through the PIP system.

- iii. Communicate training needs to the training team.
- iv. Draft appropriate letters to employees in consultation with the SHRO and/or HoHRT.

9. Staff Exits

- i. Draft appropriate exit letters and ensure necessary forms are attached.
- ii. Conduct exit interview with the employee either face-to-face or virtually.
- iii. Draft and review Certificate of Service for all exiting staff.
- iv. Follow through and ensure all assets are returned by the exiting staff prior to their exit.
- v. Draft final pay memo to be reviewed by the Senior Human Resources Officer.

10. Record Maintenance

- i. Ensures the filing system is maintained in an organized and effective manner on a daily basis.
- ii. Ensures all documents are filed immediately systematically and concurrently in staff folders (hard/soft).
- iii. Ensures all closed files are securely and systematically packed, boxed with clear labels and moved to the storage unit. Required to be maintained for 7 years.
- iv. All other related files must also be updated on a daily basis with all confidential files kept in the secure cabinet.

11. General Administration

- i. Provides guidance or assistance to the Human Resources Assistant as and when required.
- ii. Assists with HR and Training related surveys.
- iii. Providing exceptional customer service to FRA employees.
- iv. Provides assistance to the SHRO to prepare statistical data, metrics/ratios and analysis.
- v. Ensure that a competent, motivated and harmonious workplace is maintained.
- vi. Follows up on payments instructions and related payment matters
- vii. Attend to calculations and formalize acting appointments.
- viii. Facilitate staff transfers.
- ix. Draft appropriate letters and memos as instructed by the SHRO and/or HoHRT.



- x. Generates required HR and Training reports and statistics in a timely manner.
- xi. Keep up-to-date with the latest HR trends and best practice.
- xii. Contribute towards policy and SOP reviews.
- xiii. Maintains quality service by following Authority's policies, systems, procedures and processes;
- xiv. Contributes to team effort by accomplishing related results as needed;
- xv. Attends relevant training sessions as required.
- xvi. Maintains confidentiality of all HR&T information.
- xvii. Represent FRA at selected events as directed by SHRO and/or HoHRT.
- xviii. Attends meetings as instructed by the SHRO and/or HoHRT and provides secretarial support as and when required.
- xix. Perform any other duties as directed by line manager, department head or CEO.

COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law;
- Ensure that all actions are within such powers as may have been delegated by the Authority.
- Compliance at all times with the Authority's Staff Manual, Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make;
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

Organizational Performance

- Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report. Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of the Authority's intellectual property rights;
- Protection of the Authority's reputation; -
- Good public relations.

Personal Performance

- The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year– following submission of the Annual Report to the Minister (in April).

POSITION SPECIFICATION:

- Degree in Human Resources Management and/or Industrial Relations
- At least 5 years' experience in Human Resources and/or Industrial Relations.
- Experience with HRMIS. PayGlobal knowledge is desirable.
- Knowledge of relevant Fijian Employment Legislations, Regulations and familiarity with HR best practices.
- Creative and able to handle challenging situations;
- Ability to maintain confidentiality and discretion, particularly when handling sensitive employee and organizational information.
- Ability to work under pressure and handle stressful situations,
- Strong work ethics, professional attitude and behavior;
- Organized and able to multitask, prioritize, and manage time efficiently;
- Result oriented, reliable and able to meet stringent timelines;
- Attention to detail with a high level of accuracy.
- Excellent communication (Verbal and written) and interpersonal skills;
- Ability to undertake research work, interpret reports / statistics, carry out analysis and draft reports;
- Proficiency with MS-Office Suite in particular MS-Word and MS-Excel;
- Ability to effectively learn and acquire new knowledge and skills;
- Valid driving license.

This job description has been approved by:

Name	
Designation	
Signature	
Date	