



***for a living planet®***

## **Intern – Human Resources Assistant**

### **WWF-Pacific**

#### **About WWF**

The World Wide Fund for Nature – Pacific is one of the largest and most highly regarded conservation organization's in the world and aims to stop the degradation of our natural environment and build a future in which humans live in harmony with nature.

#### **The Role**

Reporting to the Pacific Head of People & Culture, we seek a qualified individual who is self-driven, who will provide support to the People and Culture team in recruitment & selection, onboarding, contract management, leave management, reporting and general human resources work.

The position will be based in the WWF Pacific's Suva Office, Fiji Islands.

#### **Requirement Qualifications and Experience**

- Bachelor's degree OR working towards a bachelor's degree in human resources management, management & public administration, industrial relations or business related field.
- A minimum of 1-year experience in human resources and/or industrial relations or administration work is ideal.
- Prior internship experience would be an advantage.

#### **Required Skills and Competencies:**

- Identify and align with WWF Core Values: Courage, Integrity, Respect & Collaboration.
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply,
- Collaborate Openly and Innovate Fearlessly
- Ability to uphold the confidentiality and integrity of the People & Culture Unit.
- Ability to work under pressure.
- Demonstrated ability to work both independently, in a team and integrate with various other units.
- A self-starter
- Attention to detail
- Ability to multi-task.
- Pleasant & approachable.
- Be an employee champion.
- Good emotional intelligence skills.
- Ability to set priorities while working under minimal supervision.
- Ability to meet reporting deadlines.
- Possesses passion, drive and initiative, with a proven ability to achieve objectives.
- Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Strong oral and written communication skills in English

**Contract Duration:** 02 January 2024 to 28 February 2024 / This is a two (2) months temporary contract effective immediately with stipulated conditions.

**How to Apply?**

Interested applicants are encouraged to send their application in PDF format, including a complete CV with full contact details of two professional referees. Applications addressed to the Pacific Head of People and Culture, should be sent via email with the subject **"WWF Vacancy: Intern – Human Resource Assistant"** to: [ppo.hr\\_recruit@wwfpacific.org](mailto:ppo.hr_recruit@wwfpacific.org). Please also indicate in your application how you found out about this advert.

Deadline for applications: 5pm (Fiji Time) on Monday, 08<sup>th</sup> January 2024.

**WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.**