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 but not a priority.

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: 08 January 2024 to 07 March 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 three 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. Please also indicate in your application how you found out about this advert.

Deadline for applications: 5pm (Fiji Time) on Friday 15th December, 2023.

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