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WWF PACIFIC

JOB DESCRIPTION

Position title:	People & Culture Officer
Department:	People & Culture
Reports to:	Fiji People & Culture Coordinator
Supervises:	Nil
Location:	Suva, Fiji
Date:	March 2026

I. **Mission of the Department:**

- To develop and sustain human resource services in compliance with network standards and local labour laws, at optimum level to cost effectively deliver the goals and objectives of the organization's Strategic Plan.
- Improve HR processes and implement strategies that support business growth, improves morale, employee retention and develops people with a strong commitment to deliver.

II. **Major Functions:**

- Assist the Fiji People & Culture Coordinator in the development and implementation of Human Resources Strategy Strategic Plan.
- Ensure the Health & Wellbeing and Social Committees are functioning well providing for better work life balance and productivity.
- Ensure the OHS Committee is operational and working towards health & safety compliance.
- Provide efficient human resources delivery services to internal, regional and international WWF teams.

III. **Major Duties and Responsibilities**

- Assist co-ordinate the recruitment and selection process ensuring compliance with all relevant statutory requirements including local labour laws and WWF International standards.

- Assist in the facilitation of contract management through employment contract drafts as well as contract listings.
- Assist deliver high quality starter induction and orientation including the provision of a suitable welcome pack and monitor progress during the probation period.
- Maintain up-to-date probation check lists and support managers in the diligent management of the probation period including appropriate and timely communications between the managers, new staff and HR.
- Assist with relevant HR policy compilation and trainings.
- Administer and manage all leaves in consultation with managers, staff, including the provision of quarterly leave reports.
- Assist undertake employee exits including exit interviews, final payments, proper handover processes between managers and employees and farewell functions.
- Compile payroll documentation, attendance and timesheet summaries.
- Responsible for the facilitation of medical insurance cover, annual renewal and medical claims.
- Assist with driving the OHS Committee in the planning and co-ordination of OHS related activities including budgets, meetings, site & incident inspections, OHS inductions, fire and natural disaster emergency drills, OHS and first aid/responder training.
- Assist in reviewing the OHS Policy on an annual basis for relevance and compliance to local labour laws and WWF International standards.
- Work with the OHS Committee and SMT on the implementation of the OHS Policy Action Plan, including emergency and evacuation plans and awareness to all staff.
- Responsible for planning and co-ordinating of Social Committee activities inclusive of budgets, meetings, calendar of events, team building and various social functions.
- Responsible for co-ordinating the Health & Wellbeing Committee in the planning and implementation of HWB Programme inclusive of policy, budgets, meetings, calendar of events and other HWB activities.
- Perform other Human resource related duties as requested by supervisor.

IV Profile :

Minimum Required Qualifications:

- Bachelor's degree in human resources management or business-related field.
- At least three to five years experience in a civil society organization within the Pacific Island region, with a background in management or human resources.

Required Skills and Competencies

- Demonstrated ability to work both independently and in a team, particularly in the implementation of inter-departmental and cross-country activities and projects.
- Attention to detail.
- Demonstrated excellent interpersonal skills and a proven track record working with a multi-disciplinary team.
- Excellent communication skills, fluency in both written and spoken English. An understanding of Hindi and Fijian is also advantageous.
- Sound knowledge of local labour laws.
- Proven track record of working to timelines and budget.
- Have flexible approach and a willingness to work outside normal hours.
- Proven ability to set priorities while working under minimal supervision.
- Proven ability to work under pressure and meet strict reporting deadlines.
- Possess 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.

- Brings to life, WWF's Ways of Working which are: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.*
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined & Engaging.*

I. Working Relationships:

Internal:

WWF Pacific:

- Interact consistently with all staff on awareness of human resource policies and in their staff development plans.

External:

- Engage with HR consultancy and banking organisations on HR/payroll/remuneration/job evaluation systems; policies for learning and sharing including Fiji Human Resources Institute (FHRI); training/tertiary institutions such as TPAF, FNU & USP; and other NGOs, FIRCA, FNPF, Immigration, Labour and Environment departments.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: _____ Date: _____

Accepted by Staff member: _____ Date: _____