WWF Pacific

JOB DESCRIPTION

Position title: Human Resources Officer

Department: People & Culture

Reports to: Human Resources Co-ordinator

Supervises: Nil

Position Location: Suva, Fiji

Contract Status: Fulltime

Duration: 3 years

Date: August 2022

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 People & Culture team in delivering key objectives as outlined in the human resources strategic and annual plans and in providing human resources service delivery & support to other units.

III. Major Duties and Responsibilities

   Recruitment & Selection:
   - Manage the People & Culture Recruitment e-portal.
   - Assist in the process of recruitment & selection through timely advertisements, short-listings and conducting interviews ensuring compliance with all relevant statutory requirements and organisational procedures.
   - Maintain recruitment database ensuring the timely updating of recruitment information.
   - Maintain recruitment and selection folder, ensuring relevant documentation.

   Contract Management
   - Assist in the drafting of accurate and legally compliant contracts including employment contracts
   - Maintain staff contract listing and database ensuring the timely management of contract renewals and probationary periods.
   - Assist with the compilation of application of work permits for WWF Expatriate staff.
   - Ensure the consistent filing and updating of personal records according to Personal File Checklist.
On-boarding
- Assist with the on-boarding of new recruits including the provision of the relevant advice, documentation and sign-offs.
- Assist with inductions

Leave Management
- Assist in the administering, updating and managing of leaves including; annual leave, sick leave, bereavement leave, compassionate leave, maternity leave, and other WWF approved leaves in consultation with Line Managers.
- Assist with Quarterly and Year-end Leave Reports.

Reporting
Assist in the preparation of Monthly Reports:
- Manpower Statistics
- Workforce Analytics
- Staff Turnover
- Staff Attendance Monitoring & Summary
- GSM Updates

General HR
- Assist in the development of and adherence to checklists and flowcharts for various human resource processes.
- Assist in maintaining People & Culture electronic folders
- Assist in the exit process for all exiting employees
- Assist facilitate ‘welcome’ and ‘farewell’ activities for new and departing staff, as well as other team building activities for the organization.
- Play an active role in work life balance activities for staff.
- Endeavour to understand HR polices & procedures for better leverage and ability to assist internal staff.
- Assist the HR team in policy training.
- Collate and monitor the timely submission of performance records
- Assist with payroll processing, attendance and timesheet summaries.
- Assist with workers’ compensation compliance and adherence.
- Assist with the compilation of mandatory national employment data and WWF annual remuneration surveys.
- Provide data for relevant surveys (internal and external).
- Responsible for updating Medical Reimbursement and HWB benefit registers.
- Provide backup to the Regional Human Resources Manager in the absence of the HR Co-coordinator.
- Perform other Human resource related duties as and when requested.

IV Profile:

Minimum Required Qualifications and Experience:
- Bachelor’s degree in human resources management, management & public administration, industrial relations or business related field.
- At least 3 years’ experience in human resources and/or industrial relations or administration work.
- Proven experience and knowledge of local labour law would be an advantage.
- Experience in payroll processing is preferred.
- Experience with human resource information system would be an advantage.
- Membership with Fiji Human Resources Institute would be ideal.
Required Skills and Competencies:

- Ability to uphold the confidentiality and integrity of the People & Culture Unit.
- Experience with human resources and administrative skills with an 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
- Clearly demonstrates behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identifies and aligns with WWF Core Values: Courage, Integrity, Respect & Collaboration.

V. Working Relationships:

Internal - Engage and build relationships with internal staff and managers including interns and volunteers.

External - Engagement with human resource external service providers such as Ministry of Labour, Department of Environment, medical insurers and brokers, Fiji Immigration, FIRCA, Fiji Human Resource Institute, training institutions and human resource consultancy firms.

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 employee: ______________________________ Date: _____________