VACANCY

Human Resources Officer Fiji

About WWF
The World Wide Fund for Nature (WWF) 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
We seek a qualified individual who is self-driven, with experience in the human resources, and 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 WWF-Pacific’s Suva Office, Fiji Islands.

Requirement Qualifications and Experience:
- Bachelor’s degree in human resources management, management & public administration, industrial relations or business related field.
- At least 1-2 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 in 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.
Compensation & Benefits:
An attractive package will be offered to the successful candidate based on appropriate qualifications, experience and skills.

Various other benefits include medical insurance, life insurance, annual leave, sick leave, other leave provisions and superannuation.

Contract Duration:
Contract duration is for 3 years’ renewable upon positive annual performance review and funding availability.

Job Description
For more information on the role, the job description can be downloaded from our website: www.wwfpacific.org

How to Apply? Interested applicants are encouraged to send an application in PDF format, including a complete CV with full contact details of three professional referees. Applications addressed to the Regional Head of People & Culture, should be sent via email with the subject “Human Resources Officer” to ppo.hr_recruit@wwfpacific.org by close of business, Wednesday, 31st August 2022.

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