Terms of Reference
Intern - Human Resources Assistant

Background:
With the absence of Human Resources Co-ordinator on Annual Leave until the mid of November 2023, and the resignation of WWF PNG HRO effective 03 November 2023, there is a need to engage additional capacity to assist with moving important P&C workload (for Fiji and Regional) and contributing to the efficient delivery of P&C services. We anticipate engaging an intern until the recruitment of the PNG HR person.

Position title: Intern - Human Resources Assistant
Department: People & Culture
Reports to: Pacific Head of People & Culture
Location: Suva, Fiji
Duration: 15 November 2023 to 28 February 2024
Project Name/#: Shared

Expected Deliverables:

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| Recruitment & Selection: | • Updated Recruitment e-portal  
• Updated recruitment database  
• Updated recruitment folders |
| Contract Management | • Draft correspondence completed  
• Monthly contract listing  
• Weekly record filing  
• Updated Personnel files in place |
| Reporting | • Collation & submission of monthly reports |
| General HR | • Completed general HR duties as and when required. |

- Assist in managing the People & Culture Recruitment e-portal.
- Assist in maintaining recruitment database ensuring the timely updating of recruitment information.
- Assist in maintain recruitment and selection folder, ensuring relevant documentation.
- Ensure the consistent filing and updating of personal records according to Personal File Checklist.
- Ensure consistent filing of leave forms in respective staff files.
- Assist in the preparation of Monthly Reports:
  - Manpower Statistics
  - Staff Turnover
  - Staff Attendance Monitoring & Summary
- 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.
- Assist in the collation and monitor the timely submission of performance records
- Responsible for updating Medical Reimbursement and HWB benefit registers.
- Perform other Human resource related duties as and when requested.
Minimum Required 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

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

Gross Salary - $150/Week
Report to – Pacific Head of People & Culture