

## Terms of Reference

### Intern - Human Resources Assistant

#### Background:

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.

**Position title:** Intern - Human Resources Assistant  
**Department:** People & Culture  
**Reports to:** Pacific Head of People & Culture  
**Location:** Suva, Fiji  
**Duration:** 02 January 2024 to 28 February 2024  
**Project Name/#:** Shared

#### Expected Deliverables:

Deliverable	Indicator
<b>Recruitment &amp; Selection:</b> <ul style="list-style-type: none"> <li>Assist in managing the People &amp; Culture Recruitment e-portal.</li> <li>Assist in maintaining recruitment database ensuring the timely updating of recruitment information.</li> <li>Assist in maintain recruitment and selection folder, ensuring relevant documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Updated Recruitment e-portal</li> <li>Updated recruitment database</li> <li>Updated recruitment folders</li> </ul>
<b>Contract Management</b> <ul style="list-style-type: none"> <li>Ensure the consistent filing and updating of personal records according to Personal File Checklist.</li> <li>Ensure consistent filing of leave forms in respective staff files.</li> </ul>	<ul style="list-style-type: none"> <li>Draft correspondence completed</li> <li>Monthly contract listing</li> <li>Weekly record filing</li> <li>Updated Personnel files in place</li> </ul>
<b>Reporting</b> Assist in the preparation of Monthly Reports: <ul style="list-style-type: none"> <li>Manpower Statistics</li> <li>Staff Turnover</li> <li>Staff Attendance Monitoring &amp; Summary</li> </ul>	<ul style="list-style-type: none"> <li>Collation &amp; submission of monthly reports</li> </ul>
<b>General HR</b> <ul style="list-style-type: none"> <li>Assist in maintaining People &amp; Culture electronic folders</li> <li>Assist in the exit process for all exiting employees</li> <li>Assist facilitate 'welcome' and 'farewell' activities for new and departing staff, as well as other team building activities for the organization.</li> <li>Play an active role in work life balance activities for staff.</li> <li>Assist in the collation and monitor the timely submission of performance records</li> <li>Responsible for updating Medical Reimbursement and HWB benefit registers.</li> <li>Perform other Human resource related duties as and when requested.</li> </ul>	<ul style="list-style-type: none"> <li>Completed general HR duties as and when required.</li> </ul>

**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.

**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