# 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:

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<thead>
<tr>
<th>Deliverable</th>
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<tr>
<td><strong>Recruitment &amp; Selection:</strong></td>
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  - 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.  
  - Updated Recruitment e-portal  
  - Updated recruitment database  
  - Updated recruitment folders |
| **Contract Management:**  |  
  - Ensure the consistent filing and updating of personal records according to Personal File Checklist.  
  - Ensure consistent filing of leave forms in respective staff files.  
  - Draft correspondence completed  
  - Monthly contract listing  
  - Weekly record filing  
  - Updated Personnel files in place |
| **Reporting**  |  
  Assist in the preparation of Monthly Reports:  
  - Manpower Statistics  
  - Staff Turnover  
  - Staff Attendance Monitoring & Summary  
  - Collation & submission of monthly reports |
| **General HR**  |  
  - 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 required.  
  - Completed general HR duties as and when required. |
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