| JOB DESCRIPTION | | |
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| **HEAD OF HUMAN RESOURCES AND ADMINISTRATION** | | |
| **Reports to:** | | Chief Executive Officer |
| **Internal Relationships:** | | IF Staff |
| **External Relationships:** | | Ministry of Employment, Fiji Commerce Employers Federation, Training providers and other Industry Stakeholders |
| **Authorities:** | | Human Resources and Administration |
| **Support Staff:** | | Human Resources Officer, Receptionist, Driver/Administration Assistant, Registry Clerk/Relieving Driver, Administrative Support |
| **Procedures, Policies & Guidelines:** | | People and Culture Policy, IT Policy, Finance Manual, Service Guarantee Guidelines |
| **Position Description** | | The role is responsible for overseeing all HR initiatives, systems and tactics, developing plans for a variety of HR matters such as compensation, benefits, health and safety etc, acting to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc, supervise the work of HR and Administration personnel and provide guidance, serve as the point of contact for employment relations, monitor adherence to internal policies and legal standards, deal with grievances and violations invoking disciplinary action when required, report to Executive management by analysing data and using HR metrics. |
| **Investment Fiji** | **Vision** | To be the leading and most effective economic development agency, by ensuring increased sustainable levels of investment and exports. |
| | **Mission** | • We aim to provide a positive economic impact on the lives of Fijians through creating employability and providing premium investments and export markets.<br>• We also seek to diversify the economy such that it is dynamic and less susceptible to global economic shocks.<br>• Hence, Investment Fiji is a key factor in the Government's efforts to ensure a Fiji of the future where a good and sustainable quality of life is accessible to all. |
| | **Values** | • Transparency<br>• Accessibility<br>• Effective<br>• Reliability<br>• Communicative<br>• Responsiveness |

**DIVISION STRUCTURE:**




| **KEY RESULT AREAS**<br>(Distinct areas that contribute most to position performance) | **SPECIFIC ACTIVITIES/TASKS**<br>(Specific activities/tasks that contribute towards achieving the performance of the KRA) |
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| **RECRUITMENT** | • Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial and professional roles.<br>• Collaborates with Departmental Heads to understand skills and competencies required for vacant positions.<br>• Ensures the best fit between employees and jobs while avoiding manpower shortages or surpluses. |
| **TRAINING AND DEVELOPMENT** | • Conducts annual training and development needs assessment.<br>• Designing and developing training programs.<br>• Implementation & Delivery of Training Programs.<br>• Evaluation of Training Programs Effectiveness. |
| **POLICY ADVOCATE AND ADVISORY ROLE:** | • Be a policy advocate on all employment related matters.<br>• Develop and Implement JDs, KPIs and other people related documents in consultation with Executive Office and Heads of department.<br>• Be the first point of contact to answer all current and potential employee queries.<br>• Provide strategic advice to entire operations and provide input / guidance to all back-office day to day operations like the IT Department, Finance Department, Public Relations Department, CEO's Office and Regional offices. |

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| **INTERNAL / EXTERNAL INVESTIGATIONS, HANDLE DISCIPLINARY CASES AND REPRESENT INVESTMENT FIJI IN EMPLOYMENT RELATIONS MATTERS OUTSIDE THE ORGANIZATION** | • Conduct Investigations on cases leading to disciplinary action and counselling.<br>• Represent Investment Fiji's Executive office on all mediation, arbitration and employment related cases escalated to relevant authorities.<br>• Prepare and present any employee related data request by relevant authorities. |
| **REPORTS** | • Prepare monthly, quarterly and yearly reports, write board papers as required. |
| **PERFORMANCE MANAGEMENT** | • Oversee implementation of PMS system at scheduled timelines.<br>• Create and oversee the implementation of the procedures that support and enhance employee performance as per individual KPIs.<br>• Explain to employees the methodology of current or upcoming performance practices thoroughly and professionally and follow up with them to ensure organization-wide understanding.<br>• Monitoring staff performance throughout the year. |
| **HR AND PAYROLL SYSTEM** | • Check and endorse payroll with the Manager Finance on matters including, timesheet, pay rates, allowance and deductions before pay-out.<br>• Leave and Time off management.<br>• Oversee the implementation of the Linksoft system. |
| **OCCUPATIONAL HEALTH AND SAFETY** | • Handle all OHS related matters and ensure that employees have the necessary tools and a conducive environment for healthy wellbeing. |
| **ADMINISTRATION** | • Planning and coordinating administrative procedures and systems and devising ways to streamline processes.<br>• Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.<br>• Ensure operations adhere to policies and regulations.<br>• Keep abreast with all organizational changes and business developments.<br>• Managing the administration team to ensure the office infrastructure is safe and assist in work productivity. |
| **COMPENSATION AND BENEFITS** | • Design, develop, and oversee an organization's compensation and benefits programs.<br>• Analyze industry trends, market data, and organizational goals to create competitive and effective compensation plans that attract and retain top talent.<br>• Review and update existing benefit and compensation-related policies, and ensure these comply with current legislation. |

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| | • Overseeing the change in terms and conditions of employment is reflected through formal correspondence.<br>• Ensuring salary bands are adhered to. |

**Key Selection Criteria:**

**Qualifications:**

| Essential | Desirable |
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| • A Degree in Human Resources Management or related discipline. | • A Master's Degree in Human Resources Management or related discipline. |

**Knowledge/Experience:**

| Essential | Desirable |
|---|---|
| • A minimum of 3 years' experience in a HR management role in a medium to large organization.<br>• Thorough knowledge of human resource management principles and best practices.<br>• A business acumen with attention to the human element.<br>• Demonstrated experience with Employment Regulations.<br>• Excellent communication and presentation skills.<br>• Good knowledge of MS Office products.<br>• A valid group 2 driver's license.<br>• Fiji Human Resources Institute member. | |

**Key Skills/Attributes/Competencies**

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| Expert | • Knowledge and expertise in HR systems and best practices.<br>• Strategic Leadership connecting HR development with organization's goals.<br>• Collaborative and open to ideas from a diverse group of people.<br>• Good communication skills, both written and verbal. |
| Advanced | • Excellent interpersonal and representational skills.<br>• Experience in building and maintaining effective working relationships with a diverse range of individuals and organizations.<br>• Approachable and ability to encourage employees to bring up any professional or personal concerns that may affect their job.<br>• Diplomacy and the ability to deal with situations that are stressful to others. |
| Working Knowledge | • Critical listening and conflict management.<br>• Ability to work productively with others and as part of a team. |
| Awareness | • Labor legislations, effective work practices and process improvement. |

**Values:** Transparency, Reliability, Accessibility, Communicative, Effective, Responsiveness