

Position Description

Vacancy Title: **HRIS Officer**

Location: **Suva**

Reports To: **None**

Objective

The HRIS Officer reports to General Manager People & Culture and reports to Managers People & Culture. The role administers and maintains the HRIS, ensures data accuracy and integrity, provides HR analytics and reporting for decision-making, supports HR process automation and data security, and optimizes HRIS functionality to meet organizational HR and business objectives.

Outcomes

Organisational Stakeholders

1. HRIS Maintenance and Data Security

- HRIS database maintained and updated, ensuring accuracy and completeness of employee records.
- Employee data in the HRIS entered and maintained, including new hires, terminations, promotions, transfers, and changes.
- Regular audits conducted for data accuracy and consistency.
- Data security protocols maintained and appropriate
- Employee records and files managed, ensuring proper documentation and record retention practices.
- HRIS-related needs and requirements identified and addressed in collaboration with P&C team members.

2. Documentation & Data Analytics

- Standard and ad-hoc HR reports, metrics, and analytics generated from the HRIS to support HR decision-making and business requirements.
- Data analysed to identify trends, patterns, and insights.
- Documentation, user guides, and standard operating procedures related to HRIS processes developed and maintained.

3. Support and Technical Assistance

- System functionality ensured and issue troubleshooting conducted in collaboration with IT or HRIS vendors.
- User support and training provided to P&C staff on HRIS usage.
- Technical support and troubleshooting for HRIS-related issues provided to P&C staff and end-users.

4. Process Improvement and System Integration

- Process improvements recommended and implemented to optimize HRIS functionality and enhance HR efficiency.
- Seamless integration and data flow ensured between the HRIS and other systems such as payroll, time and attendance, and recruitment platforms.
- Kept abreast of Industry trends, best practices, and emerging technologies in HRIS management and HR analytics.

5. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

6. Centrecom's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Competence	Description
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Information Technology, Human Resource Management	Bachelor's degree in Human Resources, Information Systems

Work Knowledge and Experience

- Strong knowledge of HR processes and data management principles.
- Proficiency in HRIS software and tools, preferably PayGlobal.
- Proficiency in Excel.
- Minimum of 3 years experience in HRIS administration and management.

Requirements

Language Proficiency

- Fluency in both written and spoken English

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	Employee Services
	Management Team	Reports
	Chief Executive Officer	ADhoc reports

Attributes

Behavioural Styles

- Accountable** Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented** Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity** Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

- Forthright** Speaks out frankly without hesitation, showing a direct manner.
- Objective** Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Team Oriented** Enjoys being with others as part of a group or team.

Thinking Styles

- Analytic** Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Initiative** Takes action and makes decisions without the help or advice of other people.
- Well organised** Controls tasks in a well thought out and critical manner.

How To Apply

Please send your updated CV and persuasive cover letter detailing your relevant experience and explaining why you are the ideal candidate for the position.

Contact for Enquiries

Contact Name: Rahil Chand

Contact Email: rahil.chand@centrecom.com.fj

Further Contact Information: vacancy@centrecom.com.fj

Closing Date: 28 Oct 2024