

Position Description

Vacancy Title: **Graduate Intern**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Graduate Intern will play a vital role in supporting the IT and Finance functions of the organisation. This position will report directly to the Senior HCM Consultant.

Outcomes

Organisational Stakeholders

1. Comprehensive IT Support provided

- Staff assisted with basic troubleshooting of computer issues, ensuring prompt resolution.
- Vendors and service providers liaised with to address and resolve IT-related problems, including printer and internet connectivity issues.
- Effective support is provided to Maxumise HRmonise clients by addressing inquiries and maintaining communication.
 - Help resources, manuals, monthly digital update and relevant information for users are prepared, published, and maintained.
- New versions or modifications of HRmonise systems are tested and validated to ensure operational accuracy.
- Areas for improvement within HRmonise platform are identified in collaboration with developers.
- Websites are regularly updated with accurate information.
- Other assigned IT tasks are completed in a timely manner.

2. Assistance in Finance Activities for Maxumise

- Basic financial operations and activities are supported in their execution.
- Financial transactions and reports are tracked and recorded with assistance.
- Collaboration with the finance team is made to ensure accurate financial documentation.
- Financial data is analyzed to support team decisions.
- Contributions are made to the preparation of financial reports and budgets under supervision.

3. Teamwork and cooperation

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

4. Demonstrated Maxumise image and values standards at all times

- Integrity of information maintained
- Confidentiality of information ensured
- Professional and ethical standards sustained

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

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.

Professional

Competence	Description
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting, IT	A double degree in Accounting and Information Technology is required.

Work Knowledge and Experience

Must be a recent University graduate in the required fields. A double degree in Accounting and Information Technology is required.

Possesses a positive, can-do attitude with the drive and willingness to learn

Excellent communication skills in order to interact with the other employees in the company and learn new things

A team player with the ability to foster good working relationships with peers

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Management Team	
External		
	Clients	
	Regulators	

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

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.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: jobs@maxumise.com

Further Contact Information: --

Closing Date: 11 Nov 2024