

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

Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: jobs@maxumise.com

Further Contact Information: --

Closing Date: 11 Nov 2024