

Position Description

Vacancy Title: **People & Culture Officer (Suva)**

Location: **Suva**

Reports To: **None**

Objective

Provide administrative support to the P&C department, maintaining HR records, and assisting in the implementation of HR strategies. Play a key role in ensuring the efficient functioning of P&C operations and compliance with HR policies and procedures. This role will be based at our Suva Office.

Outcomes

Organisational Stakeholders

1. Administrative Support

- Perform administrative tasks, such as managing correspondence, maintaining files and records, scheduling meetings, and organizing HR-related documentation.
- Assist in the preparation and distribution of HR-related communications, including announcements, policies, and employee notifications.
- Provide administrative support to the HRIS system, including data entry, data validation, and generating reports.
- Handle HR-related inquiries and provide support to employees on administrative matters and queries, ensuring prompt and accurate responses.

2. HR Records Management

- Maintain accurate and up-to-date employee records in compliance with data protection regulations.
- Assist in the creation and maintenance of personnel files, ensuring confidentiality and data security.
- Support the P&C team in the efficient retrieval and analysis of HR data, generating reports and analytics as required.

3. HR Operations Assistance

- Collaborate with the P&C team in the coordination of HR processes, such as recruitment, onboarding, and employee separations.
- Assist in the preparation of HR-related documentation, including employment contracts, offer letters, and standard operating procedures (SOPs).
- Contribute to HR projects and initiatives, providing administrative support as needed.

4. Compliance and Policy Adherence:

- Assist in ensuring compliance with HR policies, procedures, and legal requirements.
- Support the dissemination and implementation of HR policies, ensuring employees' understanding and adherence.
- Assist in monitoring and documenting employee attendance, leaves, and other HR-related activities.

Responsibilities - Key Competencies

| Competence | Description |
|---------------------|---|
| 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 | Human Resource Management | |

Work Knowledge and Experience

Experience: Some exposure to HR functions in an organisation and proven experience in administrative roles.

Proficiency in data analytical tools particularly Excel.

Have strong organizational and time management skills to effectively handle multiple tasks and priorities.

Possess exceptional attention to detail and ensure data accuracy while handling employee records and information.

Requirements

Language Proficiency

Fluency in both written and spoken English

Other Required Requirements

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.

Further Contact Information: vacancy@centrecom.com.fj

Closing Date: 4th November 2024

Interactions

| Type | Interaction | Comments |
|----------|---------------|----------|
| Internal | All employees | |

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.

How To Apply

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Contact for Enquiries

Contact Name: Farhana Hakim

Contact Email: Farhana.Hakim@centrecom.com.fj

Further Contact Information: vacancy@centrecom.com.fj

Closing Date: 04 Nov 2024