

## Position Description

Vacancy Title: **Human Resources Officer**

Location: **Wailekutu**

Reports To: **Group Human Resources Manager (v 1.00)**

### Objective

The Human Resources Officer responsible for the the human capital management contributions at respective Entity through continuous improvement, innovation and accountability for positive business results. The position reports to the to the Group Head of HR, CJ Patel & Company Pte Limited.

### Outcomes

#### Organisational Stakeholders

#### 1. Attracting and retaining talent

- Recruitment process planned and managed as per set procedure and process
  - recruit and retain a diverse workforce to meet the needs of the organisation.
    - Interviews conducted in a fair and transparent manner at all times.
    - New employee on-boarding and induction process ensured.
    - Candidates searched from different sources on an on-going basis including
      - Participation at Careers Fairs
      - Apprenticeship Schemes
      - Attaché programs
    - Advertising, Short listing, contract preparation
    - Staff retention strategies initiated
    - Source candidates from different sources on an on going basis (Fiji and Island Branch)
- Records and Information Management
  - Update, monitor time & attendance, leave records & personal files of employees
  - Maintaining of employees' statistics (Employee data base)
  - Updated Vacancy list maintained by department
  - Request for Recruit processed in a timely manner
- Human Capital management used for recruitment and competency assessment on an ongoing basis
  - Hrmonise utilized

#### 2. Regulatory and operationally compliant organization

- Employment laws of Fiji communicated on an on-going basis to ensure a well informed team
  - Employment Relations Act 2007
  - Wages Regulation Order
  - Any other relevant legislation
- Industrial relations issues managed.
  - Dispute resolution system in place
  - Mediation cases managed.
  - Grievance is handled and resolved in a safe and impartial manner.
- HR policies and procedures maintained on an ongoing basis for compliance.
  - Improvements recommended for existing policies and procedures.

#### 3. Organizational Development ensured

- A well trained team ensured
  - Development programs ensured to help staff to accomplish their goals
  - Training needs analysis is completed on a timely and accurate basis
  - Coordination of relevant trainings as per organizational training needs analysis
    - budgets prepared annually for training and development programs
- Orientation, induction and regulatory training are conducted in a timely manner
  - OH&S, Fire Warden and first aid training conducted yearly is ensured
- Build moral and increase productivity and ensure employee retention.
  - Organize employee welfare and engagement activities.
- Succession planning ensured

#### 4. Performance management systems ensured

- Compensation & performance management processes are assisted at all times
  - Employee probation reviews, evaluations and confirmations are carried out within time frames
- Role descriptions are accurate with measurable outcomes
  - Harmonise role descriptions are utilized at all times
- Reward systems in place are transparent and consistent at all times
  - Increments and bonuses are performance based with a clear criterion.
- Implementation of KPI and timely review / Executing staff performance evaluations

#### 5. Well informed management

- Monthly and quarterly report is prepared on a timely and accurate basis
  - Quarterly HR Board report
  - Monthly management report
- Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed and in a timely manner
- Regular updates on all HR and employee related matters ensured to Group HRM ensured

#### 6. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members on an on-going basis
  - Occupational Health & Safety systems promoted for zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
  - Timely OHS meetings conducted and minutes circulated
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

#### 7. CJP values upheld and demonstrated at all times

- Collaborate with other teams 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
<b>Business</b>	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Human Resources Management, Business Management or Business Administration or related fields	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Human Resources Management	

## Work Knowledge and Experience

Minimum 4 years of relevant experience in human resources. Additional training and payroll experience – may be advantageous.  
 Well versed with ERA 2007, Wages Regulation and HASAWA  
 Outstanding organizational and time-management abilities with attention to detail  
 Excellent written and verbal communication and interpersonal skills. Proficient in MS Office

Problem-solving and decision-making aptitude and able to engage in meaningful negotiation and resolution  
Strong ethics and reliability and ability to maintain confidentiality

## Requirements

### Language Proficiency

Excellent command of English

### Regulatory Compliance Requirements

Police Clearance

## Other Required Requirements

Other Key Performance Areas

1. 100% staff trained - Induction and mandatory refresher at the beginning of each calendar year
2. 100% staff have attended at least 2 x safety trainings in each calendar year
3. Transfer of knowledge – staff that have attended external training – facilitate inhouse sessions
4. Zero audit gaps - All documents in personal file maintained as per checklist, adherence to internal controls
5. All new policy inductions conducted and documented
6. Succession planning for key roles
7. Overtime minimization and payroll cost within budget
8. Recruitment within approved structure and budget
9. Facilitation of quarterly staff reviews – PMS template Update
10. Yearly training needs analysis for staff conducted – Internal and External training facilitation through HQ.
11. Events calendar Management – Fiji Day, Diwali, Christmas, Pinktober/Movember, Staff birthdays, Health and Wellness Initiative, team bonding initiatives etc.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
	Management Team	
	HR Officers	
	Corporate Services Manager	
	IT Department	
<b>External</b>		
	Taxation Authority	
	Regulators	
	Statutory Authorities	

## Attributes

### Behavioural Styles

- 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.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
- 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

- Empathic Has the ability to understand somebody else's feelings or difficulties.
- 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

- Well organised Controls tasks in a well thought out and critical manner.
- Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.
- Reflective Takes a thoughtful and deliberative approach.

## How To Apply

Online

## Contact for Enquiries

Contact Name: Human Resources Department

Contact Email: [careers@cjpatel.com.fj](mailto:careers@cjpatel.com.fj)

Further Contact Information: --

**Closing Date: 19 Jan 2025**