
Position Description

Vacancy Title: **Human Resources Coordinator**

Location: **Suva**

Reports To: **Operations Manager (v 1.00)**

Objective

Responsible for planning, direct, supervising and facilitate all human resources and administrative services to ensure efficient and effective workflow. This role reports to the Manager Human Capital Services - FPCL.

Outcomes

Organisational Stakeholders

1. All Human Resources processes executed in timely and efficient manner:
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- Fortnightly and Weekly pay prepared via TNA Integration System in Pay Global and submitted to Finance for processing and payment in a timely manner
- Download employee time from Biometric software and upload to Pay Global
- Verify Biometric time against Daily AIB and confirm employee time in the Daily View on Pay Global
- Enter employee allowance in Daily View from AIB
- Enter employee leaves in Pay Global and prepare leave summary
- Get verified payroll report signed and submit to finance for final processing
- Prepare Travel and Subsistence allowance as per the Company Policy
- Maintain and update employee leave and attendance records
- Maintain and update employee leave and attendance record in Pay Global, Personnel Files and Excel Sheet
- Collate and provide daily attendance report to management on daily basis using Biometric software
- Register new employees on Biometric and Pay Global
- Provide daily, weekly and month leave and attendance report for contract renewal, disciplinary and relevant decision making
- Maintain and update Personnel Files and records in Pay Global
- Maintain and update all employee personal documents in personnel files such as application letter, FNPF letter, Tin letter, BC, CV, Certificates, contracts and other correspondence in order
- Review and restructure Personnel Files to ensure neatness and compliance
- Scan personal documents from files and upload and update on Pay Global
- Carryout recruitment, selection and onboarding process
- Receive and vet manpower requests
- Carryout PMS for vacant/new positions to verify reasons request
- Prepare Advertisement and Job Description, get approval, request quotation and LPO and forward for publication for external advertisements
- Prepare Advertisement and Job Description, get approval and circulate for internal advertisements
- Receive, vet and shortlist all job applications
- Prepare application matrix and discuss with AMHCS/OM for selection of potential candidates for recruitment
- Inform selected applicants for interview, prepare interview questions/documents and arrange interview panel.
- Be part of the interview, prepare interview analysis and discuss with AMHCS/OM for potential candidate
- Prepare Appointment Letter and Employment Contract, discuss and negotiate with selected candidate and get it signed
- Prepare induction documents, carryout induction program and handover recruit to respective HOD
- Arrange issue of PPE from stores
- Maintain regular liaison with FNU on all issues relating to Apprentices to ensure requirements are fulfilled
- Discuss and engage in Memorandum of Understanding with Training Institutions for training of CADETS in marine field
- Facilitate Manpower Sharing with Fiji Ports Corporation Limited
- Renewal of Employee Employment Contracts, Allowances, Benefits, Medical Insurance Cover and ID Cards
- Carryout PMS and prepare Memo to CEO for renewal of all Fortnightly Contracted employee contracts
- Collect and vet existing project employee manpower request and prepare and issue renewal letters on monthly basis
- Assess and prepare Memo to CEO for approval of all Acting and Responsibility Allowances for vacant roles
- Prepare Bonus, Medical Allowance Payout, Sick Leave Payout, Education Advance Payout list and Memo to CEO for approval
- Update and facilitate Medical Insurance Cover List under Company Group Insurance Plan to insurance broker/Marsh to ensure timely annual renewal.
- Register all new employees for Medical Insurance Cover and advise broker for removal of outgoing employees from the plan
- Liaise with broker and doctor to arrange medical screening and facilitation of medical reports for annual renewal of Insurance Cover
- Administer all local and overseas treatment/evacuation of medical conditions under the Company Group Insurance Plan
- Arrange with Marsh for timely facilitation of Medical Insurance Cover ID Cards for employees
- Apply, replace and renew all employees Port User ID cards annually or as and when required
- Carryout performance management and salary/wage adjustments
- Carryout PMS every six months (Jan-June & July-Dec) and compile performance reports for salary/wage adjustments
- Facilitate Job Evaluation Exercise (JEE) as a point of contact from to the company to the consultant
- Develop and review Job Descriptions, Organization Structure, Work Process and Department Functions and Objectives
- Assess and recommend employees for increment, promotion, demotion etc
- Assess and confirm probation period in consultation with respective supervisors
- Carryout disciplinary and investigation process in a timely manner
- Verify absenteeism summary and prepare monthly Absenteeism Report
- Ensure preparation of appropriate disciplinary correspondence
- Conduct disciplinary hearing in presence of Disciplinary Committee for absenteeism and other disciplinary issues
- Conduct internal investigations and prepare investigation report
- Resolve conflicts, disputes and grievances
- Ensure proper record keeping of all disciplinary correspondence and minutes

2. Develop, review and implement human resources/employment and industrial relation policies and processes

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- Develop, review and implement company Human Resources Policy, Training Policy and OHS Policy
 - Review and negotiate with Transport Workers Union (TWU) for changes in FSHIL Terms & Conditions for Hourly Paid Employees Agreement to suit company HR Policy
 - Represent company at tribunal in any industrial relations matters.
 - Implement all ERA amendments in a timely and accurate manner
 - Review and streamline human resources process to increase efficiency and effectiveness such as Recruitment Process, Training Process, OHS Process and Operation Support Processes.
 - Provide awareness on changes to all policies and processes
 - Ensure compliance to all policies and amendments
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3. Coordinate training and development with support of Training Assistant

- Prepare Annual Training Budget, get approval and ensure appropriate use of budget through timely facilitation of trainings
 - Ensure Training Needs Analysis (TNA) is executed and data compiled in a timely manner
 - Ensure Annual Training Plan is accurately prepared based on TNA and consultation with Training Institutions and followed in a timely manner
 - Conduct trainings and arrange outsourced trainings
 - Verify budget/cost for each training and ensure supplies are timely purchased and used in a cost-effective manner
 - Ensure proper distribution, collection and analysis of Training Evaluation Forms
 - Ensure timely submission of annual grant claims to FNU whilst maintaining accurate records in excel spread sheet for training data
 - Renewal and maintaining of valid FNU Compliance Certificate
 - Assess monthly Training Report and update Management accordingly through HR Month End Report
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4. Ensure Occupational Health and Safety compliance with support of OHS Assistant

- Ensure all hazards are unsafe situations are identified and measures implemented timely for safety of all employees and stakeholders
 - Ensure all accidents/ incidents are timely reported and investigated and also notified to Ministry of Employment, Productivity & Industrial Relations and Accident Compensation Commission as per work's men compensation requirement
 - Ensure timely facilitation of mandatory OHS Training to all OHS Committee members and registration with Ministry of Employment, Productivity & Industrial Relations
 - Ensure timely purchase of PPE through Tender and facilitation to all employees
 - Facilitate OHS Committee Election and appoint/replace members
 - Appoint/replace Fire Wardens and First Aiders
 - Ensure proper maintenance and update of First Aid Kit in all departments
 - Assess monthly OHS Report and update Management accordingly through HR Month End Report
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5. Coordinate administration and security all company properties and facilities

- Receive, vet and approve all annual Port User License from all users/customers
 - Arrange with PTL for facilitation of Port User ID Cards to all paid customers
 - Arrange temporary license entry to short term customers
 - Update and maintain records of all paid Port User License holders and all times and provide a copy to the gate security
 - Liaise with security to ensure no unauthorized entry in the premises
 - Update on Port User License holders and income through HR Month End Report
 - Arrange office cleaning services through Tender process
 - Liaise with ICT and procurement for upgrade and replacement of ICT items for all employees such as Laptop, Wifi, PC, Printers, Projector, Landlines, Mobile Phone etc.
 - Liaise with vendors for maintenance and upgrade of Biometric, Pay Global, TNA and ESS software
 - Liaise with finance for maintenance and restructure of offices
 - Liaise with relevant authorities for renewal of Company Business License, NFA Certificate, ISO Certificate, FNU Compliance Letter, FNPF Compliance etc
 - House keeping through 5s is executed through out premises to ensure meet ISO standards
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6. All administrative functions are handled systematically and efficiently.

- All Manpower Request Forms are verified and signed
- All contracts and renewal letters are signed and issued
- All Termination, Resignation, Non-Renewal of Contract, Promotion, Increment and other correspondents are prepared and issued
- Resignation Letters are vetted, sent to stores for clearance, clearance collected, and final pay processed
- Daily Operations Update Report compiled and submitted to AMHCS
- Monitor labor costs and productivity at all levels by verifying Project Master Schedule, Department Detail Schedule, Job Card etc.
- Monthly Absenteeism Report prepared and submitted to management
- Monthly Staff Movement Update Report Prepared and forwarded to all staff
- HR Month End Report prepared and submitted to management in 2nd week of following month
- HR Update Report prepared and submitted for Management Committee Meeting
- Quarterly HR Update Board Paper is prepared and submitted to AMHCS
- Prepare HR financial projections on the request of AMHCS
- Annual HR Corporate Calendar prepared and submitted to management
- HR Update report prepared and presented in Monthly Management Meeting
- HR Department Quality Objectives and documents updated and submitted for ISO and Internal Audit
- Prepare and present at ISO Trainings
- Annual HR Update compiled and submitted for Company Annual Report

7. Effective contribution towards training and development of all employees.

- Observe, evaluate and recommend employees for relevant trainings.
- Ensure employees attend nominated trainings without disruptions to any department works schedule.
- Verify, recommend and ensure annual Training Needs Analysis Forms are completed and submitted in an effective and timely manner by all departments.
- Motivate all employees for further education and trainings to further enhance their knowledge and skills.

8. All internal and external communications handled effectively and professionally.

- All correspondence to HQ, Customers and other stake holders delivered efficiently.
- All correspondents received from Change Management Committee and Management for employees communicated effectively and efficiently
- Attending floor meetings to brief departments on punctuality and absenteeism management, amendments in policies and process and other HR related issues
- Confidential documents handled with professionalism.
- Effective assistance provided to all internal and external customers as required
- Application Forms, Fees Structure, Requirements provided in a timely manner.
- Liaise with Owners to provide crew list and make arrangements with security for their movements in the premises
- Answering customer queries and understanding and executing their requests.
- Stakeholder management ensured
- Liaise with Ministry of Employment, Productivity & Industrial Relations, Accident Compensation Commission, Fiji Human Resources Institute, FNPF, FNU and others for regulatory update and compliance
- liaise with relevant authorities and external parties as and when required and instructed

9. Organization objectives, policies and procedures are effectively addressed supported efficiently.

- Practice of all Standard Operating Procedures (SOP's) by all departments is always ensured
- Effective and efficient implement of ERA, OHS & ISO standards
- Effective and efficient implement of HR/ER/IR & OHS policies and amendments to policies

10. FSHIL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
- Deadlines and service level agreements met at all times
- High ethical standards met at all times
- Excellent teamwork aimed to achieve business outcomes efficiently and effectively.
- Organization's efficiency and improved productivity supported through process improvement and cost reduction initiatives.
- Contributions made towards the organization's profits in line with the scope of the work.
- Cost reduction initiatives
- Modern technology and innovative methods/solutions used to achieve results
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; team work is demonstrated

11. The organization's image and value standards demonstrated and upheld at all times

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
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Business

Competence	Description
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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.

People

Innovation Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Professional

Compliance Comply with relevant laws and the policies and procedures of the organisation.

Operational

Health and Safety Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	HR Management and/or Industrial Relations or related field	

Work Knowledge and Experience

- Minimum of 3 years of experience as a HR Assistant or HR Officer
- At least 1 year of experience using Pay Global System and Biometric Software
- At least completed Training of Trainers Module I & II and OHS Module I & II
- Demonstrated knowledge in Statutory Compliance – ERA, IR, OHS and EEO
- Proficient with Microsoft Office, Pay Global, Biometric, ESS

Requirements

Language Proficiency

- Excellent command of English
- Excellent interpersonal/communications skills
- Ability to communicate in other local languages

Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

- first aid
- OHS
- ERP

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Management Team	
	Area Managers	
External		
	General Public	
	Training Institutions	

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.
Innovative	Devises new and creative ways to do things comes up with original ideas.
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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
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.
Challenger	Queries, tests information/beliefs and provokes thought.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Initiative	Takes action and makes decisions without the help or advice of other people.
Reflective	Takes a thoughtful and deliberative approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information:--

Closing Date: 31 Jan 2025