

Position Description

Vacancy Title: **OHS & Training Assistant**

Location: **Suva**

Reports To: **Human Resources Coordinator (v 1.00)**

Objective

Responsible for developing, implementing and monitoring the OHS policies, OHS Management System at FSHIL, and upkeep of the management of safety. This role reports to the Human Resources Coordinator.

Outcomes

Organisational Stakeholders

1. Coordinate with HR Coordinator, Operations Manager and OHS Officer- FPCL in ensuring all current/reviewed safety and training protocol are abide by FSHIL

- Responsible for preparing, reviewing, implementation and monitoring of the OHS Policy.
- Efficient and timely inspections and safety checks performed.
- Arrange training rooms, handouts, stationaries, and refreshments in a timely manner.
- Responsible for filling, signed and sending of accidents forms to ACCF and Ministry of Employment Productivity & Industrial Relations
- OHS – Work Safety must be always upheld.
- Efficient distribution of safety wear/equipment and awareness spread on safety procedures effectively.
- Conduct OHS Committee elections, appoint members for OHS Committee, Fire Wardens, First Aiders.
- Records/register of all the safety and inventory and data recorded and kept effectively.

2. A safe and healthy work environment maintained across FSHIL in liaison with all the other departments.

- A certified First Aid and CPR Provider, Fire Wardens and Safety representatives within each department ensured
- Regular inspections carried out with the provision of immediate action on the control and management of work environment risk
- Placement of proper signage around FPCL properties monitored and ensured in collaboration with relevant departments, particularly for the Port Operations areas
- signage and notices updated and maintained as required efficiently

3. Relevant reports maintained, updated and submitted in a timely manner:

- Assistance provided in investigations, training and preparation of relevant reports and policies as when required.
- Training and awareness facilitated effectively including carrying out training needs analysis and preparing Annual Training Plan.
- Liaise with Training Institutions such as FNU, NTPC, USP etc. to collect information on training programs and staff arranging trainings accordingly.
- Prepare and update grant claims with FNU
- Prepare training budget, purchase logistics and refreshments.
- Assistance provided to the TO and the OHSO in a timely and efficient manner.
- Assistance provided to Storeman in preparation, ordering and distribution of PPE.

4. Supervisory duties performed efficiently and effectively as required:

- Supervise cleaner in cleaning of washrooms, clearance of sewage and overall premises.
- Responsible to check all the safety documents are attached on Risk assessment board.
- Responsible to always check on the safety of all employees at work sites.
- Assist Slipway department in cleaning of wastewater catchment.
- Prepare and submit monthly OHS & Training update report to the HR Department and Management.
- Assist HR department as and when required

5. 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
 - Process/systems improvement initiatives;
 - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

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

- Professional and amiable relationship upheld with all stakeholders
- Confidentiality of all communications upheld as needed at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	HR or similar	Occupational Health & Safety
Preferred		
Certificate	HR or similar	OHS Modules 1-3
Preferred		
Certificate	HR or similar	Training Of Trainers Modules 1-3

Work Knowledge and Experience

- Minimum of 3 years' experience in a similar role
- Registered Training Instructor with FNU will have an added advantage.
- Ability to understand and execute HASAWA 1996

Requirements

Language Proficiency

- Successful completion of Level 2 Speaking and Writing Test
- Good Communication Skills

Professional Associations

- First Aid Certificate

Regulatory Compliance Requirements

- Drivers Licence
- first aid
- OHS
- ERP
- Fire Prevention

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		

Type	Interaction	Comments
	Customers/Clients	
	Business clients	

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.
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.
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

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.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Mohammed Adnan

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Further Contact Information: --

Closing Date: 28 Mar 2025