

Position Description

Vacancy Title: **Human Resource Assistant**

Location: **Suva**

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

Objective

Responsible for providing key human resources and administrative support in the Human Resources Team. This role reports to the Human Resources Coordinator

Outcomes

Organisational Stakeholders

1. Assistance in recruitment and onboarding provided in timely and efficient manner:

- Receive and vet Manpower request forms
- Assist in carrying out PMS for the vacant/new position
- Draft job advertisements
- Draft JD's for new positions and for review of existing positions
- Receive, vet and shortlist all job applications
- Prepare application analysis for HRC/AMHCS to select potential applicants for interview
- Inform selected applicants for interview and arrange boardroom and documents for interview
- Prepare post interview analysis
- Draft appointment letters and contracts
- Prepare boardroom and documentation for induction and onboarding program
- Collect and vet existing project employee manpower renewal forms monthly
- Prepare, issue and file monthly renewal letters for all project employees
- Maintain and update staff movement records and provide HRC for monthly reports.
- Receive resignation, termination and non-renewal of contract letters to submit it to stores for employee clearance

2. Assistance in performing Weekly and fortnightly payroll via TNA integration system provided in a timely and efficient manner

- Download employee time from Biometric software and upload to Pay Global
- Confirm employee time in the daily view
- Enter allowances in daily view from the AIB
- Enter leaves in Pay Global and prepare leave summary
- Collect and verify AIB Forms from all HOD's against the Biometric record and submit AIB to payroll officer in a timely manner

3. Maintain and update employee leave records and time and attendance record via Biometric software in a timely and efficient manner

- Maintain and update all employee leave records in Pay Global, Excel Sheet and Personnel Files
- Provide time and attendance reports to Management on daily basis using Biometric Software
- Register new employees on Biometric and Pay Global
- Provide daily, weekly and monthly leave and attendance records to management for contract renewal, disciplinary decisions etc.

4. Maintain and update personnel files in a timely and efficient manner

- Maintain and update all employee personal documents in personnel files such as application letter, FPNP letter, Tin letter, BC, CV, Certificates, contracts and other correspondence in order
- Review and restructure files and replace damages untidy files
- Scan personnel documents from files and upload to Pay Global

5. Support Application and renewal of Employee ID Cards and Port User License Cards for customers

- Apply, replace and renew employee ID cards annually or as when required
- Receive and vet Port User License Applications from external customers
- Maintain and update records of all paid customers and ensure annual renewals
- Provide updated list of all license holders/customers to gate security and management
- Attend to customer enquiries via emails, calls and in person

6. Support disciplinary and investigation process and maintain minutes and records accurately and efficiently

- Prepare monthly absenteeism summary and refer to HRC for absenteeism report and appropriate disciplinary action
- Draft warning letters
- Arrange disciplinary hearing with Works Supervisor, Union Reps, Employees and HRC.
- Maintain copies of warning letters in employee files and record it in log book
- Record minutes for disciplinary and investigation cases and provide it to HRC for compiling of reports

7. Liaise with Foreman's for operations update to provide reports to MHCS

- Collect Department Daily Update Report Forms from all Foreman's and compile update report
 - Collect Master Schedule and Department Detail Schedule for each project
 - Visit work sites to gauge productivity and punctuality on projects
 - Compile data and analyse manpower costs on possible overrun/redone projects to ensure labour budgets are met
 - Visit worksites to monitor interview employees and compile data for relevant HR performance and productivity improvement projects
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8. Effectively support other administrative functions in a timely and efficient manner

- Prepare requisition and order supplies HR Department, Training, functions and cleaning of office
 - Assist OHS & Training Assistance in preparing documents and refreshments for trainings
 - Prepare HR Department AIB and get approval
 - Prepare employment confirmation letters for employees
 - Photocopying, binding, printing HR related documents
 - Collect and distribute mails
 - Assist in carrying out half year PMS compiling of data
 - Dispatch documents to FPCL and stakeholders
 - Collection and dispatching of monetary funeral support
 - Maintain all HR files and records
 - Assist Operations Manager and oversee reception in absence of PA to OM/Receptionist
 - Carryout any other task assigned by the HRC within capacity
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9. Confidential documents handled with professionalism.

10. 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.
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11. 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
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12. FSHIL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
 - 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.
 - Cost reduction initiatives
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13. 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
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Responsibilities - Key Competencies

Competence

Description

Business

Business Performance	Manage the performance of the organisation.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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.

People

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

Competence	Description
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Operational

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

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

Work Knowledge and Experience

- Minimum of 2 years of experience in similar role
- At least some of experience using Pay Global System and Biometric Software
- Demonstrated knowledge in Statutory Compliance – ERA, IR, OHS and EEO
- Proficient with Microsoft Office

Requirements

Language Proficiency

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

Regulatory Compliance Requirements

- first aid
- OHS
- Statutory Compliance
- ERP

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Customers/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.
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.
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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.
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: 18 Apr 2025