

## 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

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

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- 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

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- 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.

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10. Effective assistance provided to all internal and external customers as required

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- 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.

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- 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

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- 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

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- 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
<b>Preferred</b>		
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
<b>Internal</b>		
	All staff	
<b>External</b>		
	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

Contact Name: Yoshna Ashmeeta Singh

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Further Contact Information: --

**Closing Date: 18 Apr 2025**