

Position Description

Vacancy Title: **People & Culture Officer (Suva)**

Location: **Suva**

Reports To: **None**

Objective

Provide administrative support to the P&C department, maintaining HR records, and assisting in the implementation of HR strategies. Play a key role in ensuring the efficient functioning of P&C operations and compliance with HR policies and procedures.

Outcomes

Organisational Stakeholders

1. Administrative Support:

- Perform administrative tasks, such as managing correspondence, maintaining files and records, scheduling meetings, and organizing HR-related documentation.
- Assist in the preparation and distribution of HR-related communications, including announcements, policies, and employee notifications.
- Provide administrative support to the HRIS system, including data entry, data validation, and generating reports.
- Handle HR-related inquiries and provide support to employees on administrative matters and queries, ensuring prompt and accurate responses.

2. HR Records Management:

- Maintain accurate and up-to-date employee records in compliance with data protection regulations.
- Assist in the creation and maintenance of personnel files, ensuring confidentiality and data security.
- Support the P&C team in the efficient retrieval and analysis of HR data, generating reports and analytics as required.

3. HR Operations Assistance:

- Collaborate with the P&C team in the coordination of HR processes, such as recruitment, onboarding, and employee separations.
- Assist in the preparation of HR-related documentation, including employment contracts, offer letters, and standard operating procedures (SOPs).
- Contribute to HR projects and initiatives, providing administrative support as needed.

4. Compliance and Policy Adherence:

- Assist in ensuring compliance with HR policies, procedures, and legal requirements.
- Support the dissemination and implementation of HR policies, ensuring employees' understanding and adherence.
- Assist in monitoring and documenting employee attendance, leaves, and other HR-related activities.

Responsibilities - Key Competencies

Competence	Description
Business	
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	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Human Resource Management	

Work Knowledge and Experience

Diploma or bachelor's degree in human resources, or a related field.

At least 2 years relevant experience in similar work environment

Practical Working knowledge on Pay Global Software

Have strong organizational and time management skills to effectively handle multiple tasks and priorities.

Possess exceptional attention to detail and ensure data accuracy while handling employee records and information.

Present ethical behavior and apply principles and values consistently in decision-making processes, fostering a culture of integrity within the P&C team

Handle confidential and sensitive information with discretion and maintain professionalism.

Maintain curiosity for learning by actively seeking opportunities to expand knowledge and improve HR practices, staying updated with industry trends and emerging HR concepts

Have good analytical ability and problem-solving skills to interpret data, identify patterns, and generate meaningful insights.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of FHRI

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
No interactions found.		

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.
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.
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.
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.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

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.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

All applications to be submitted via the below link. <https://jobs.hrmonise.com/details/4155/centrecom-fiji/people-culture-officer-Sept2025>

Contact for Enquiries

Contact Name: Farhana Hakim

Contact Email: Vacancy@centrecom.com.fj

Further Contact Information: --

Closing Date: 28 Sep 2025