

Position Description

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

Location: **Nadi**

Reports To: **None**

Objective

The People Culture Officer reports to Senior People Culture Officer and provide comprehensive administrative and leadership support, manage personnel records and leave, handle disciplinary, recruitment, and payroll processes, ensure policy compliance and advisory services, contribute to corporate activities, and uphold the organization's image and values.

Outcomes

Organisational Stakeholders

1. Administrative Support

- Administrative support provided to Senior People & Culture Officer

2. Personnel Records and Leave Management

- Personnel record keeping procedures developed, coordinated, and overseen.
- Leave records and personnel files maintained correctly and confidentially.
- Probationary and annual performance evaluation exercises organized for all staff.
- Monthly leave update and monthly late arrivals submitted to Senior People & Culture Officer.

3. Disciplinary, Recruitment, and Payroll Management

- Assistance provided in resolving employee disciplinary matters and grievances.
- Disciplinary cases managed.
- Pre/Post-processing of vacancies and disciplinary cases assisted.
- Recruitment and Staff Exit processes handled.

4. Policy Compliance and Advisory

- Information provided to staff in relation to Leave/HR Matters in compliance with Regulations/Policy requirements.
- Accurate and timely advice provided to Senior People Culture Officer in all Personnel activities.
- Effective and efficient records management system maintained.
- Human Resource functions and activities compliant with standard operating procedures, business service standards, reform guidelines, and applicable legislation.

5. Corporate Contributions

- Contributions made to the company and corporate requirements, including planning, budgeting, and human resource activities.

6. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

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 | |
| Learning | Develop the competencies of self and others to enhance performance. |
| Professional | |

| Competence | Description |
|------------|--|
| 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

- At least 2 years relevant experience in similar work environment.
- Practical, working knowledge on human resource management.
- Practical, working knowledge on Pay Global software.

Requirements

Language Proficiency

- Fluency in both written and spoken English

Professional Associations

- Membership of FHRI

Other Required Requirements

- No other required items found.

Interactions

| Type | Interaction | Comments |
|----------|---------------|----------|
| Internal | | |
| | Clients | |
| | All employees | |

Attributes

Behavioural Styles

| | |
|---------------------|---|
| Accepting/compliant | Shows a willingness to go along with things and a compliance with expectations. |
| 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. |
| Energetic | Constantly active and driven to put in effort. Works hard to promote an enterprise. |
| Enthusiastic | Shows high levels of excitement and interest, and expresses positive feelings. |
| Experimenter | Tries out new procedures, ideas or activities. |
| 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

| | |
|-----------------------------|--|
| Consensus seeker | Works to achieve group solidarity and general agreement and harmony. |
| 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. |
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| Perceptive | Shows keen insight and understanding of issues or situations. |
| Realistic | Shows concern for facts and reality, rejecting the impractical. |
| 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. |

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. |
| Concrete thinker | Focuses on the tangible experiences of actual things or events. |
| Conscientious | Demonstrates a sense of right and wrong and a personal obligation to do the right thing. |
| Decisive | Reaches conclusions, promptly and firmly. |
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach. |
| Flexible/Adaptable | Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions. |
| Holistic thinker | Considers issues/situations as a whole rather than analysing or dissecting the parts. |
| Imaginative | Generates ideas and images, showing creativity. |
| Initiative | Takes action and makes decisions without the help or advice of other people. |
| Numerate | Shows abilities in quantitative thought and expression. |
| Reflective | Takes a thoughtful and deliberative approach. |
| Well organised | Controls tasks in a well thought out and critical manner. |

How To Apply

For more details and to apply for the role, scan the QR Code or refer to the link below:

Contact for Enquiries

Contact Name: Mavnish Kumar

Contact Email: Mavnish.Kumar@centrecom.com.fj

Further Contact Information: --

Closing Date: 13 Feb 2026