
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