

Position Description

Vacancy Title: Human Resource Officer

Location: Wailekutu

Reports To: Senior Human Resource

Objective

Effective human resource and administrative support for Alfa Pte Limited is provided to ensure compliance with company policies, CJ Patel Group standards, and employment legislation, while a stable, productive, and well-managed workforce is maintained to support factory operations. This position reports to Factory Manager and CJ Patel Group HR Manager

Outcomes

Organisational Stakeholders

1. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

2. Department/Division managed effectively

- Management through the organisation performance management system
- Internal procedures and guidelines maintained
- Budget preparation, monitoring and management
- Risk management planning and assessment

3. Informed management and other stakeholders

- Provide technical / professional advice to clients and other stakeholders
- Conduct research and compile reports for management

4. Leadership of the division / department [People]

- Workforce that are productive, efficient, motivated and supported
- Safe, healthy and environmentally aware workforce

5. Team Management

- Prepare work plans (annual, monthly and weekly basis)
- Delegate work and supervise staff
- Provide guidance

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

2. Service provider relationships and contracts effectively managed

- Service agreements and contracts administered
 - Service level agreements developed to meet the needs of the organisation
 - Monitor and manage contracts

3. Statutory and operationally compliant organisation (department / division)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Human Resource Management	

Work Knowledge and Experience

2–5 years of progressive experience in human resource management, preferably in a manufacturing, industrial, or group company environment. Practical experience in recruitment, onboarding, employee relations, and HR administration. Exposure to performance management, training coordination, and workforce development.

Requirements

Language Proficiency

Able to speak, read and write in English

Professional Associations

Knowledge on ERA

Excellent interpersonal and problem-solving skills.

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Department Heads	
	Factory Manager	
External		
	Applicants	
	HR Teams [including payroll]	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
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.
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.
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.
Decisive	Reaches conclusions, promptly and firmly.
Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Certificates, CV and Application Letter

Contact for Enquiries

Contact Name: HR Alfa

Contact Email: hr.alfa@alfa.com.fj

Further Contact Information:--

Closing Date: 13 Feb 2026