
Position Description

Vacancy Title: **Human Resource Officer**

Location: **Pohnpei**

Reports To: **Human Resource Manager (v 1.00)**

Objective

The Human Resource Officer provides support for Vital human capital management services, aligned to the organisation's strategic and business plans. ensuring continuous improvement of systems, processes and procedures in compliance with all regulatory and statutory requirements for HR. The role reports to the Human Resource Manager.

Outcomes

Organisational Stakeholders

1. An Effective Human Resources Department

- Vital HR System s maintained at all times
 - Staff and department information is up to date, complete and accurate
 - Data organised for ease of retrieval
 - leave plan register
- Recruitment and selection process thoroughly administered in adherence to recruitment and hiring policy and procedures
 - Vacancies are developed and posted to the relevant media outlets/platforms
 - Applications reviewed and acknowledged in a timely fashion
 - Effective and timely short-listing ensured
 - Aptitude tests and Job tests are efficiently organised and carried out
 - Interviews are conducted
 - Membership of selection panels provides professional and transparent conduct of candidate assessments
 - Criteria for assessments developed and implemented
 - Recommendation reports are complete and accurately reflect panel and candidate responses
 - Final score sheet finalised, for all candidates that attended the interview
 - Recommendations provided in the Interview Report to the Board
 - Promptly provided to relevant delegates for review and approval
- Onboarding documents are prepared and disseminated appropriately
 - Documents - Offer letter, contracts, etc. are drafted in accordance with governing employment relations policies and procedures and are in alignment with the FSM Labour laws Act, supporting regulations and laws
- Supervision and support provided to the registry and administrative support functions
- Strict guidelines are adhered to when dealing with issues regarding counselling, grievances and disciplinary matters of staff with that of employment laws
 - Management of/participation in the investigation of employee complaints or concerns ensured
 - Advice provided to management, department heads and supervisors on the steps in the progressive discipline system of the company
- Assistance provided with the compensation and rewards system
- Assistance provided with the monitoring of the Authority's wage and salary structure and pay systems within the Authority including bonuses and raises
- Competitive market research and pay studies are prepared and provided to assist in the establishment of pay practices and pay bands that assist to recruit and retain superior staff
- Effective employee communication and feedback ensured through avenues such as meetings, official circulars, staff circulars, one-on-one meetings and intranet
- Effective PMS system facilitated and monitored
- Service Charter reviewed
- Organise Vital Events efficiently and effectively

2. Effective and efficient Human Capital Management

- Employee relations practices recommended to establish positive employer-employee relations and promote a high level of employee morale and motivation
 - Cooperation with management to communicate HR policies, procedures, programmes and laws to staff
- HR support team and individual performance continuously assessed to identify areas requiring improvement
- Growth and development opportunities supported
 - Training programmes, counselling programmes, equipment or resource supplements and procedural and legal changes are developed and facilitated
 - In-house employee/industry training system established in compliance with Method A requirements
 - Training needs assessments, maintaining training records, measurement of training impact, training transfer and reporting ensured
 - Development programmes and initiatives within the organisation are promoted
 - Budget allocated for out of office training
 - Staff are encouraged to attend trainings and workshops
- Department heads are assisted with the development of Training Needs Analysis, training plans and training budgets
 - Liaison ensured on the review of training and development of staff
 - Selection and contracting of external training programmes and consultants ensured
 - Appropriate programmes and workshops are carried out to address staff professional development needs
 - Assistance provided for the implementation of Performance Management System
- Tools and support provided for succession planning, workforce development, key employee retention strategies, and change management programmes
- Assistance provided to the continuous development of the Corporate Services Department personnel through staff training ensuring key competencies are relative to job specifications

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

- Development, review and update of HR policies and procedures in compliance with FSM relevant employees Act and other relevant legislation is supported to ensure compliance and well-informed staff
 - Interests of the employees are protected at all times in compliance with the relevant statutory and regulatory requirements
- Support through guidance and monitoring constantly provided:
 - All Vital staff are briefed on the organisation's policies and procedures and compliance ensured
 - Strict compliant guidelines are followed when carrying out functions of HR and administration and support for legislation and laws, financial Instructions and other policies and procedures governing employment relations
- Assistance provided with the implementation of company safety and health programmes

4. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Collaborative work to achieve the set targets and goals

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

- Collaborate with other teams in the organisation for the benefit of the organisation

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.
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	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
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 Resources Management, IR & Personnel Management or Related Field, Office Administration

Work Knowledge and Experience

Exceptional literacy in computing applications and computing skills

Demonstrates well developed communication, presentation and facilitation skills

Demonstrated ability to be self managing and meet work deadlines

Minimum 5 years relevant and successful industry experience in human resource management and related administrative functions.

Knowledge in Policy and procedures development and conversant with Employment Regulations and OHS Legislation

Requirements

Language Proficiency

Excellent command of written and spoken English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
External		
	Statutory Authorities	
	Customers	
	Relevant stakeholders	
	Community	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
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.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
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.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Initiative	Takes action and makes decisions without the help or advice of other people.

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 21 Mar 2026