
Position Description

Vacancy Title: **Graduate Trainee - People & Culture [Suva]**

Location: **Suva**

Reports To: **None**

Objective

The People & Culture Graduate Trainee role is designed to provide a recent graduate with structured, hands-on exposure to the full spectrum of HR functions within Centrecom. The trainee will work closely with the P&C team to develop foundational knowledge and practical skills across key HR disciplines, including recruitment, onboarding, HR administration, records management, and compliance. This role serves as a pipeline for developing future P&C professionals who are aligned with Centrecom's values and culture.

Outcomes

Organisational Stakeholders

1. Administrative Support:

- Assist with day-to-day administrative tasks including managing correspondence, maintaining HR files, and organising HR documentation.
- Support the preparation and distribution of HR communications such as announcements, policy updates, and employee notifications.
- Assist with data entry, data validation, and generating reports in the HRIS system.
- Help coordinate HR calendar activities including training sessions, performance review cycles, and employee engagement events.

2. Recruitment & Selection

- Support the P&C team with end-to-end recruitment processes under supervision.
- Assist with posting job advertisements across relevant platforms and tracking applications.
- Learn to conduct initial screening of applications and resumes against position criteria.
- Help coordinate interview schedules with candidates and hiring managers.
- Assist in facilitating job assessment processes and conducting reference checks.

3. Onboarding & Offboarding

- Assist in coordinating the onboarding process for new employees, including IT equipment requests, access credentials, and orientation scheduling.
- Support the delivery of HR induction sessions covering policies, benefits, and organisational culture.
- Assist in coordinating offboarding processes and ensuring smooth transitions during resignations, retirements, and terminations.

4. HR Records Management

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

5. Compliance & Policy Adherence

- Learn and assist in ensuring compliance with HR policies, procedures, and relevant legislative requirements.
- Support the dissemination and implementation of HR policies across the organisation.
- Assist in monitoring and documenting employee attendance, leave, 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	
Learning	Develop the competencies of self and others to enhance performance.

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.
- 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 application to be submitted via the below link. <https://jobs.hrmonise.com/details/4561/centrecom-fiji/graduate-trainee-people-culture-March2026>

Contact for Enquiries

Contact Name: Farhana Hakim

Contact Email: Vacancy@centrecom.com.fj

Further Contact Information: --

Closing Date: 31 Mar 2026