

Position Description

Vacancy Title: **Human Resources & Payroll Officer**

Location:

Reports To: **None**

Objective

The role provides support to the HR function ensuring continuous improvement of systems, processes and procedures in compliance with all regulatory and statutory requirements. The HR & Payroll Officer will ensure timely and accurate processing of payroll. The role reports to the Human Resource Manager.

Outcomes

Organisational Stakeholders

1. Efficient delivery of Human Resource functions

- Recruitment and selection process thoroughly administered in adherence to recruitment and hiring policy and procedures
 - Robust preparation in team link for interview and ensured thorough observance in these interviews
 - Developed job descriptions for employees as and when required by Manager Human Resource.
 - Monitored and enhanced contract management of all players, team management and tour personnel engaged by Fiji Rugby Union
- 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 Employment Relations Act (ERA), supporting regulations and laws
- Assistance provided with the compensation and rewards system
- Assistance provided with the monitoring of the wage and salary structure and pay systems including bonuses and raises
- HR administration activities effectively carried out
 - Leave and timesheet registers managed
 - Personnel information maintained and constantly updated

2. Payroll transactions completed in a timely and efficient manner

- Payroll data compiled based on approved time sheets with leaves, special payments and approved casual requisitions accounted for accurately.
- Payroll data for salaried staff compiled with leaves and special payments
- Timesheet discrepancies followed up with the Human Resources personnel.
- Errors in salaries and wages reviewed, and computation of wages calculated before final processing of pay.
- Timely and correct preparation/calculation and reporting of the following ensured:
 - Statutory deductions correctly executed
 - FPNP, FRCS, etc reports prepared and lodged at month end
- Payroll report generated for management reviews in a timely fashion.
- Wages and salaries accounts reconciled effectively.
 - daily reconciliation with salaries ensured i.e., office staff and players
- Employee voluntary payments, such as, staff personal insurance premiums, staff personal financial payments, etc. remitted and reconciled
- Paperwork and requirements for bond returns of expatriates lodged successfully

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

- Development, review and update of HR policies and procedures in compliance with ERA in effect at the time 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 staff are briefed on the organisation's policies and procedures and compliance ensured
 - Strict ERA 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
- Consistent monitoring of employee's attendance ensured
- Employee contract documents successfully developed
 - contract extension
 - release letters
 - resignation letters
 - employment confirmation letters

4. Human capital management support

- Growth and development opportunities supported
 - Training programmes, counselling programmes, equipment or resource supplements and procedural and legal changes are developed and facilitated
 - 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
 - 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

5. Teamwork and cooperation

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

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	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
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.
People	
Learning	Develop the competencies of self and others to enhance performance.
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.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance, Human Resources Management or related	

Work Knowledge and Experience

- Demonstrates well developed communication, presentation and facilitation skills
- Demonstrated ability to be self managing and meet work deadlines
- Minimum 3 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
- Working knowledge of Microsoft applications and relevant accounting software

Requirements

Language Proficiency

- Excellent written and spoken English

Professional Associations

- Fiji Institute of Human Resources

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Human Resource Manager	
	Chief Executive Officer	
	Finance Manager	
	Legal Manager	
External		
	Statutory Authorities	
	Customers	
	Relevant stakeholders	

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: 07 Jun 2026