



Position Description

Vacancy Title: **Manager Human Capital Services**

Location:

Reports To: **Chief Executive Officer**

Objective

Responsible for management and leadership of FPCL human capital services, including strategic leadership, organisational development, human capital management and training services to support efficient and effective human resources for FPCL and FSHIL. The role reports to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Change management activities are led and delivered to support FPCL's strategic direction

- Strategic planning activities are coordinated and implemented across all departments.
- Change management programmes are planned, communicated and delivered.
- Change readiness and impacts are assessed and addressed.
- Stakeholder engagement for change initiatives is managed and maintained.
- Communications to support change implementation are prepared and delivered.

2. Human Capital Services are delivered efficiently and support continuous improvement

- HCS processes are reviewed and aligned to organisational requirements.
- Business analysis is completed to support operational and strategic decision-making.
- HR data is maintained and reported to support workforce planning.
- Training needs are identified, and development programmes are delivered.
- Annual plans and budgets for HCS are prepared, monitored and reported.

3. Human resources processes are completed accurately and in a timely manner

- HR policies and SOPs are developed, maintained and communicated.
- Employee relations advice is provided to departmental heads.
- Recruitment, selection and onboarding activities are coordinated.
- HR compliance with ERA, Tribunal and Arbitration requirements is maintained.
- HR metrics, reports and submissions are prepared and submitted on time.

4. Organisational development and performance systems support workforce capability

- Job evaluations, role definitions and organisational structures are reviewed.
- Performance Management System is implemented and monitored.
- Workforce plans and development pathways are supported.
- HRIS data is updated and available for reporting.
- Talent management and succession plans are supported.

5. FPCL's reputation, capability and performance are supported through effective Human Capital Services delivery

- High levels of customer service are delivered across all HCS functions.
- Business continuity requirements for HR operations are met.
- Departmental priorities, deliverables and reporting deadlines are met.
- HR risks and improvements are identified, escalated and addressed.
- Departmental documents, calendars and compliance activities are completed and maintained.

6. Organisational standards, confidentiality and values are upheld

- Confidentiality of all HR information is maintained.
- Professional conduct is demonstrated in all interactions.
- Stakeholder relationships are maintained in an effective and respectful manner.

Responsibilities - Key Competencies

Competence	Description
Business	
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication

Competence	Description
Customer	
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Management/ Human Resources Management or relevant discipline.	Postgraduate qualification in Human Resource Management, including Postgraduate Certificate, Postgraduate Diploma, Master's Degree or equivalent.
Preferred		
Degree	Public Administration or similar, Human Resource Management	

Work Knowledge and Experience

Minimum of 5 years of experience in a similar position
 Demonstrated knowledge in Statutory Compliance - OHS, Employment Promulgation, IR, ER and EEO
 Previous employment experience must include labour collective contract negotiations, arbitration
 Proficiency with Microsoft Office, Financial software, Visio and FPCL online reporting systems
 Demonstrated understanding of how people go through a change and the change process
 Proven experience and knowledge of change management principles, methodologies and tools
 Demonstrated exceptional written and verbal communication skills
 Able to work effectively at all levels in an organisation
 Strong and proven business acumen and understanding of organisational issues and challenges
 Proven experience in designing and administering a Performance Management System

Requirements

Language Proficiency

Excellent command of English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Executive Management	
	Chief Executive Officer	
	All employees	
External		
	Ministry of Public Enterprises, Ministry of Finance, Maritime Safety Authority of Fiji, Customs, Terminal Operators, Shipping Lines, Trade Partners, Regional Port Associations, and other key stakeholders.	
	Statutory Authorities	

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.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
- 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.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Forthright Speaks out frankly without hesitation, showing a direct manner.
- Perceptive Shows keen insight and understanding of issues or situations.
- Realistic Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Initiative Takes action and makes decisions without the help or advice of other people.
- Well organised Controls tasks in a well thought out and critical manner.
- Challenger Queries, tests information/beliefs and provokes thought.
- Intuitive Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.

How To Apply

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Contact for Enquiries

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Closing Date: 05 Jul 2026