
Position Description

Vacancy Title: **Coordinator Human Resources & Administration [Suva]**

Location: **Suva**

Reports To: **Manager Finance (v 5.00)**

Objective

The Coordinator Human Resources and Administration plays a vital role in strategic and operational human capital management (HCM). The role is responsible for driving change management initiatives, ensuring alignment of the human capital management function with the company's strategic plan objectives and managing employee relations and human resource policies, programmes and practices. S/He reports to the General Manager.

Outcomes

Organisational Stakeholders

1. Strategic HR & Admin function fully supported

- Effective HR & Admin strategies developed, delivered and continuously improved
 - Strengthening of the organisational structure ensured
 - Competent workforce and organisational capabilities developed and aligned to the company's Strategic Plan
 - Strategically driven performance measures and succession plan implemented and monitored
 - Recognition and reward system implemented
 - Appropriate learning and development programmes aligned to the strategic plan
 - Risk management strategies developed and executed
 - Robust policy and procedures framework developed and maintained
 - Robust and well-planned annual HR & Admin budget appropriately developed and utilised efficiently
 - Succession planning and development plans for talent / high potential staff designed and implemented
 - Structured and tailored training programmes developed to enhance staff capabilities
 - Change management initiatives effectively communicated deliver staff and management support for change processes and outcomes
 - Risk mitigation strategy clearly identified and managed
 - Leadership in areas where the HR team contributes to talent management activities including:
 - Upkeep of HRIS to maintain staff records personnel records
 - Organisational structure, pay scales and role statements
 - Periodic pay/remuneration surveys
 - Job analysis and evaluation activities
 - Various employment arrangements
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2. HR & Admin operations delivered within and across PRB

- Annual HR & Admin budget management ensured (development, implementation and monitoring)
 - Relevant performance measures developed, achieved and continuously refined for relevance
 - Adoption of appropriate HR & Admin technology/systems effectively led
 - Robust operational leadership of the HR & Admin function ensured and successful management of the following delivered
 - Updating and Review of Office Procedure Manual, HR policy, Training Policy and any others as required
 - Policies are relevant, up to date and effectively communicated
 - Recruitment, employee contracts and exit interviews
 - Job evaluation exercise
 - Performance Management System
 - Employee relations; grievance and disciplinary action
 - Union Negotiations
 - OHS compliance
 - Organise social activities/ team building at least twice a year
 - Liaise with the union on employment issues, union subs etc.
 - Effective and fully compliant payroll operations and services overseen
 - Salaries and wages are processed and dispatched to the Bank by 12pm each Wednesday
 - All allowances and other approval compensation payments are processed on or before due dates
 - HR & Admin team supervised to ensure effective and efficient services are provided
 - All utilities, insurance, land rates are paid on time.
 - Staff files updated on a weekly basis regarding training, performance appraisals and plans and personal issues
 - Staff leave entitlements updated on a monthly basis and ensuring that management is informed of staff leave on the 10th of the following month
 - Absence report is accurate and provided on the 10th of the following month
 - Undertake investigation in cases of reported misconduct or allegations against any staff member
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3. HR services support a fully engaged and productive workforce

- Performance management system monitored/facilitated/implemented and maintained to reward high performance
- Organisational structure and role statements for all established PRB roles are maintained and updated at all times
- Effective workforce planning activities carried out with departmental manpower needs reviewed and relevant role statements in place with its positions filled
- Compliant and effective end-to-end recruitment processes adhered to at all times
 - Proper screening of applicants and relevant report compiled and submitted
- HR reports & decision papers effectively prepared and submitted to GM
- Organisational values and good corporate and governance practices regularly communicated to staff members
- Work culture conducive for collaboration and encourages innovation, mutual trust and respect established
- Staff key engagement activities built and implemented
 - Relevant staff engagement activities programmed, planned and implemented
- Managers guided and supported with the implementation and compliance of best practice strategic HR
- Management advised and informed on compliance issues, emerging HR trends, requirements and best practices; and any changes and amendments to labour legislation

4. Training and development for PRB supports high performance

- Relevant and industry-focused training and development strategies developed and successfully executed on a quarterly basis
 - Liaise with external training providers in order to arrange training that best suits PRB's requirements
- Learning, development, coaching, mentoring and career development programmes initiated and delivered with a demonstrable impact on company performance
 - Skills gap, training and development needs effectively assessed
 - Suitable training needs analysis and professional development plans delivered
- Staff development, competence, efficiency and productivity measures implemented and achieved
- Fiji National University (FNU) levies are paid on time and FNU grant claimable forms are accurate and submitted on time
- Succession planning framework successfully implemented

5. Well-informed management and Board

- Expert and strategic HR advice provided to Management. Advice can include but will not be limited to:
 - Good governance
 - Best HR/HCM practice
 - Staff engagement
- Quality and timeliness of reports for executive and Board maintained
 - Relevant performance measures and statistics reported and remedial actions executed
- Board papers and board presentations are professionally presented and timely
- Robust contributions towards monthly/periodic management meetings ensured
- Information requests by Management and Board, for decision-making purposes, addressed effectively and in a timely manner
- Quality advice, both general and technical provided to Management and Board

6. OHS and administration compliance ensured

- OHS and Cleanliness within the PRB office maintained at all times
 - Training conducted on OHS issues by the end of February of each year.
 - PRB is OHS certified by the end of February each year.
 - OHS Committee meets quarterly and issues are resolved within a reasonable time.
 - Regularly inspect and report to the MFA regarding maintenance workers and whether they are OHS compliant.
 - After hour's office security is provided at all times
 - Yearly OHS office renewal is done, proper evacuation plan is drawn and understood by staff
- Vehicle maintenance and operability ensured
 - Motor vehicles comply with Land Transport Authority regulations at all times.
 - Motor vehicles are maintained in good running condition at all times and see that service and maintenance are done on timely basis.
 - Provide motor vehicle maintenance and running reports on monthly basis.
 - Monitor and provide GPS report to MFA

7. 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	
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.

Competence	Description
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	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Human Resources, Management/ Human Resources Management or relevant discipline.	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Management/ Human Resources Management or relevant discipline.	

Work Knowledge and Experience

Minimum of 5 years in a senior HR role

Proven ability to work with deadlines, highly organised and with the ability to work under pressure.

Fully conversant with ERP 2007 and other related employment legislations.

Proven business acumen and ability to translate business objectives into actionable HR plans results, experience in leading and developing an effective HR team.

Proven experience in strategic leadership and change management initiatives/programmes

Well developed negotiation and mediation skills; maintains an independent perspective and develop practical solutions to unusual problems

Highly developed functional/technical skills with a strong understanding of HR information systems, business software and data management including excellent research, analytical, problem-solving and oral/written communication (including presentation) competency

Demonstrated successful experience in leading organisation-wide training and development, as well as targeted development of key staff

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Police Clearance

Relevant certifications, registrations, and licenses may be required.

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	General Manager	
	HR & Admin Unit	
External		
	Relevant stakeholders	
	Statutory Authorities	
	Community	
	Customers	
	External Auditors / Firms	

Attributes

Behavioural Styles

Innovative	Devises new and creative ways to do things comes up with original ideas.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

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.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Well organised	Controls tasks in a well thought out and critical manner.
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

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Contact for Enquiries

Contact Name: Eseta Balabala

Contact Email: esetab@prb.com.fj

Further Contact Information: 9920107

Closing Date: 22 Sep 2026