

Position Description

Vacancy Title: **Senior Human Resources Officer**

Location: **Denarau**

Reports To: **CEO**

Objective

The Senior Human Resources Officer supports the effective delivery of HR functions across the organisation, including recruitment, onboarding, employee relations, HR policy development and implementation, training coordination, and day-to-day HR administration. The role also contributes to workforce planning, compliance, and strategic HR initiatives, helping to ensure PDML's people strategies are aligned with organisational goals and regulatory requirements. This position reports directly to the CEO.

Outcomes

Organisational Stakeholders

1. Strategic Human Capital Management

- Workforce planning activities are supported in alignment with operational and staffing needs.
- Capability development and succession planning processes are implemented and monitored to strengthen workforce sustainability.
- Regular reports and insights are delivered to support the CEO and leadership team in planning, compliance, and performance management.
- Alignment of HR deliverables with strategic priorities and business outcomes is ensured.

2. Operational HR Leadership

- Recruitment and selection processes are coordinated to ensure merit-based appointments aligned with operational requirements.
- Onboarding and induction activities are managed to facilitate effective employee integration.
- Accurate and confidential HR records and systems are maintained in compliance with data management and privacy standards.
- Performance appraisals and probation reviews are facilitated in accordance with policies and timelines.
- Disciplinary and grievance procedures are handled with confidentiality, professionalism, and legal compliance.
- Staff development initiatives are monitored and training records maintained to support employee growth aligned with organisational objectives.
- Employee enquiries and HR-related matters are addressed promptly and professionally to foster positive communication.
- HR policies and procedures are developed, implemented, reviewed, and updated to ensure compliance with employment legislation and organisational standards.
- Statutory and internal HR reports are prepared to support leadership decision-making and regulatory compliance.
- Employee relations are managed proactively to maintain a positive and inclusive workplace culture.
- HRmonise system (HCM Software) is maintained and optimised to streamline HR workflows, enhance data integrity, and support timely and accurate HR reporting.
- Continuous improvement initiatives are implemented to streamline HR processes and enhance service delivery.
- Performance management processes, including goal setting, appraisals, and development support, are coordinated independently.
- Health, safety, and compliance standards are monitored and reinforced in collaboration with relevant departments.

3. Learning and Development

- Organisational learning needs are identified through skills gap analysis, performance reviews, and stakeholder consultations.
- Learning and development programmes are designed, implemented, and evaluated to enhance employee capability and support business goals.
- Training initiatives are aligned with strategic priorities and compliance requirements, ensuring relevance and effectiveness.
- A learning culture is promoted by encouraging continuous professional development and knowledge sharing across all levels.
- Learning delivery methods are optimised, incorporating blended learning, e-learning, and face-to-face sessions to maximise engagement and retention.
- Training outcomes are measured and reported to senior leadership to inform ongoing improvements and workforce planning.
- Partnerships with external training providers and industry experts are established and managed to deliver specialised learning solutions.
- Employee development plans are supported and monitored to facilitate career progression and succession planning.

4. Payroll & Remuneration Support

- Payroll processing, reconciliations, and verifications are completed in a timely manner.
- Bonus and deduction payments are processed as required.
- Payroll reports are prepared accurately.
- Hours worked and pay adjustments are verified.
- Collaboration with and approvals from the Financial Controller are obtained as necessary.

5. Governance, Policy & Compliance

- HR policies and procedures are developed, reviewed, and updated to ensure compliance with the Employment Relations Act, OHS standards, and regulatory requirements.
- Awareness of health, safety, and compliance practices is promoted through communication and support of related initiatives.
- HR governance practices are supported by maintaining procedural accuracy and assisting with staff awareness and policy adherence.

6. PDML's image and values demonstrated and upheld at all times

- Organisational values, code of conduct, and professionalism are consistently modelled and reinforced across all HR initiatives.
- A collaborative and inclusive workplace culture is fostered through effective communication and policy alignment.
- Cross-functional collaboration and strong internal stakeholder relationships are promoted via open communication and mutual respect.
- HR's contribution to a cohesive, high-performing, and values-driven culture is demonstrated and sustained.
- Ethical and inclusive behaviour is upheld through robust policies and targeted training.

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Organisational Values	Display the organisation's image and value standards.
People	
Problem Solving	Develop practical solutions to a situation.
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		
Degree	Human Resource Management & Employment Relations	
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Business Administration, Management, Human Resources	

Work Knowledge and Experience

Minimum 7 years of progressive HR experience, including HR operations and strategic initiatives.

Strong knowledge of employment law, HR policies, and compliance requirements.

Proven expertise in full-cycle recruitment and complex employee relations management.

Experience in workforce planning, performance management, and talent development.

Strong technology capability is essential. Ability to use HRmonise HCM software would be advantageous.

Able to communicate effectively at all levels and present HR reports and insights to senior management.

High level of professionalism, discretion, and ability to manage multiple priorities.

Requirements

Language Proficiency

Strong written and spoken English language proficiency

Understanding of vernacular languages would be an advantage

Professional Associations

Member of the Fiji Human Resources Institute (FHRI)

Regulatory Compliance Requirements

Police Clearance

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		

Type	Interaction	Comments
	All employees	
	Management	
External		
	Consultants	
	Statutory Authorities	
	Suppliers	
	Educational Institutions	

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.
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.
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

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
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.

How To Apply

Applications must be submitted through the Maxumise Job Portal using the provided link. Only online applications will be accepted. Applicants must include a CV and a cover letter that clearly addresses the critical competencies required for the role. They should also provide the contact details of three recent work-related referees. Only shortlisted applicants will be contacted.

Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise 773 3137

Closing Date: 04 Nov 2026