
WATER AUTHORITY OF FIJI

**REF: 1028 HR ASSISTANT
TEMPORARY POSITION
(VATUNIBALE DEPOT, LABASA)**

Purpose

The Human Resources (HR) Assistant assists in implementing WAF's fair and merit-based recruitment and selection process in order to ensure that WAF has the appropriate skills-based workforce at all times. The Successful candidate will be based at National Office and will report to the Team Leader Talent Acquisition & Management

Principal Accountabilities

1. Effective recruitment services fully supported

- Team Leader Talent Acquisition & Management effectively assisted and supported in a timely manner including through:
 - Assist with timely and quality advertisement preparations , in consultation with the relevant Line Manager of the position being advertised
 - Assist in coordinating and timely placements of advertisements in appropriate mass media
 - Assist with preparation of soft copies of Long listing of applicants in an accurate and timely manner
 - Assist by liaising with the interview panel in preparing an accurate shortlist
- Interview methodology successfully executed
 - Assist with ensuring Interview schedules are prepared and applicants duly informed
 - Assist with advising Interview panel members of the interview schedule

- Assist in preparing Interview questions correctly to identify the best possible candidate to fill vacant roles
 - Assist with Interview assessment papers in consultation with the Line Managers prepared
 - Assist with obtaining complete Character / reference checks
 - Assist with preparing Offer letters correctly and in a timely manner with employment contracts prepared effectively at acceptance of offer
 - Assist with arranging of external panel members.
 - Assist with preparing Offer letters correctly and in a timely manner with employment contracts prepared effectively at acceptance of offer
 - Assist with recruiting Successful candidates in a timely and effective manner with all HR recruitment requirements met / completed
 - Assist with completing Recruitment process within acceptable WAF turnaround time and vacant position numbers reduced / all vacant positions filled
 - Project recruitment administrative function effectively coordinated
 - Assist with providing Timely updates submitted to Line Managers when required
 - Assist with Interview reports submitted to Line Managers in a timely manner
 - Assist with monitoring Departments' projects requirements effectively and appropriate action taken
 - Assist with staff movement: recruitment, transfer and absence monitored and reconciled
 - Assist with maintaining Full compliance with WAF's HR Policy, procedures and other regulatory requirements at all times
2. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements in regards to WAF's HR function and human capital management approach fully understood and correctly executed

- Assist with preparing Robust and relevant periodic reports submitting as and when requested.
- Assist Superiors by providing useful information combined with analysis and interpretation, for the purpose of decision making
- Assist by providing Ad-hoc information requested by superiors addressed in a timely manner.

3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organizational targets and goals
- Other related duties assigned by the Team Leader Talent Acquisition & Management effectively and efficiently addressed

4. Organizational values upheld and demonstrated at all times

- Support of the environment aligning deliverables to organizational values and strategic directions ensured
- Organizational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Diploma in Human Resources Management, Industrial Relations, Public Administration and Management.

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- 1year experience in a similar role
- Accredited trainer (RP) from FNU would be an added advantage
- Ability to research, evaluate and analyse new recruitment techniques, methods, and procedures.
- Proven experience in creating effective long and short lists for recruitment
- Ability to work under pressure

Skills and Abilities

- Understand and address the potential impact of errors and omissions in your own work
- Delivers results by effectively using work plans.
- Comply with set procedures.
- Analyse the information provided to extract the relevant specified details.
- Apply self to achieve at or above the quality standards.
- Demonstrate the organisation's image and values in their daily work.
- Contribute to the team improving team effectiveness through personal commitment
- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Grow your competence through reflection and seeking learning opportunities
- Understand technical concepts and their application.
- Comply with the laws, policies and procedures relating to an area of work
- Apply technology appropriately to achieve work objectives
- Contribute to development of safety awareness developing methods to encourage continual attention to safe practices by the work unit or team

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Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “**Confidential REF: 1028 HR Assistant – Temporary Position (Vatunibale Depot)**” and should be received no later than **3 June 2022** and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji

Hand delivered to:

Human Resources Unit or
Level 3, Manohan Building

Emailed to

hr.recruit@waf.com.fj