

POSITION DESCRIPTION

REF 1100: SENIOR HUMAN RESOURCES OFFICER-TRAINING & DEVELOPMENT (NATIONAL OFFICE)

Salary Scale	\$27,520.00- \$34,400.00	Position Type	Established [3 years]
Structure:	Department:	Corporate Services	
	Sub – Section	Human Resources	
Reports to:	Team Leader Training and Development.		
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

Position Objective

The Senior Human Resources Officer Training and Development is responsible for providing full support to the Team Leader Training and Development for the effective development, coordination and presentation of training and development programs for WAF employees. This position reports to the Team Leader Training and Development.

Key Accountabilities

- Team Leader Training and Development effectively and efficiently assisted in achieving/delivering the following:
 - Annual training budget preparations in collaboration with Manager Human Resources
 - Supervisors and managers assisted in training & development needs of staff
 - Approved training arranged as and when required
 - Additional training requirements from Managers submitted to Manager Human Resources for approval and implemented
 - Supervisors and managers assisted in the review of the staff training programs, performance & feedback provided when appropriate
 - Succession planning for critical WAF roles ensured
- Training Policy reviewed as and when necessary to ensure it remains relevant to WAF's organizational training needs and requirements
- Oversight of Training Policy implementation ensured
- Method A training scheme effectively coordinated
 - Mandatory reports and plans submitted to the Supervisor in a timely manner
 - Approved grant claim related reports and plans submitted to FNU
 - All evaluations required by Method A Scheme appropriately completed within the required timeframe

- Successful Grant Claim achieved after fulfilling assessment requirements
- Efficient annual execution of the Training Needs Analysis through collaboration with all departments ensured
- Training Plan compiled efficiently and effectively with input from all departments ensured
- Training Plan disseminated to all Heads of department for their records and information
- Changes to the Training Plan communicated to all appropriate stakeholders
- Training outlined in the Training Plan effectively carried out with Variance Reports submitted where appropriate
- Employees training requirement fulfilled in Training Plan delivery

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Diploma in Human Resources Management, Public Administration, Management & Teaching (Secondary).
- Degree in Human Resources Management, Public Administration, Management & Teaching (Secondary).

EXPERIENCE, SKILLS, & ABILITIES

- At least 6 years' working experience in a similar role for Diploma holder.
- At least 4 years' working experience in a similar role for Degree holder.
- Must be an Accredited Trainer (TI or RP) from the Fiji National University.
- Extensive knowledge of Training Grant Scheme in Fiji
- Must be a Registered Training Instructor / Registered Resource Professional with FNU
- Fully conversant with ERA 2015, NEC Decree 2009, WAF Promulgation and other employment legislations.

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages 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 1100: Senior Human Resources Officer-Training & Development (National Office)" and should be received no later than **5pm on the 27th January, 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

Emailed to:

or hr_recruit@waf.com.fj