

## POSITION DESCRIPTION

### REF 1101: HR OFFICER (NATIONAL OFFICE)

<b>Salary Scale</b>	\$17,960.00- \$22,450.00	<b>Position Type</b>	Established [3 years]
<b>Structure:</b>	<b>Department:</b>	Corporate Services and SP	
	<b>Sub – Section</b>	Human Resources	
<b>Reports to:</b>	Team Leader Talent Acquisition & Management		
<b>Location:</b>	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 Human Resources Officer is responsible for assisting in the facilitation of a fair, merit based recruitment and selection process to aspiring candidates so that Water Authority of Fiji (WAF) has a merit and skills based workforce. This position reports to the Team Leader Talent Acquisition & Management.

### Key Accountabilities

- Advertisements prepared after liaising with Line Managers
- Advertisements approved by – Manager Human Resources
- Timely placements of advertisements in appropriate mass media ensured
- Long listing of applicants completed accurately and in a timely manner
- Accurately and timely shortlisting completed with interview panel's assistance
- Interview schedule prepared and applicants duly informed,
- Panel members informed of interview schedule with incumbent being HR rep in the panel
- Arrangement for external panel member ensured
- Interview methodology requirements completed
- Interview question prepared correctly to identify the best possible candidate to fill vacant role
- Interview assessment papers in consultation with the Line Managers prepared
- Interview process coordinated, in consultation with the line managers
- Assisted in the preparation of interview reports and timely submission for approval ensured
- Recruitment minutes prepared and reference checks completed
- Offer letters prepared correctly and in a timely manner with employment contracts prepared effectively at acceptance of offer
- Successful candidate recruited in a timely and effective manner with all HR recruitment requirements met / completed
- Induction of new employees completed in a timely manner

- Recruitment process completed within acceptable WAF turnaround time and vacant position numbers reduced / all vacant positions filled
- Job Descriptions updated regularly in a timely manner in consultation with Supervisor of vacant positions
- Departmental Internal Requisition Orders & Purchase orders for recruitment facilitated with advertisement placed on print media
- Accurate and timely drafting of HR and letters namely; transfers, acting appointments with / without allowance, delegation letters, end of acting letters, probation confirmation letters and notice to payroll.
- ID cards prepared in a timely manner
- Documentation completed and filed in correct order is ensured with additional copies made and filed separately.
- Ensuring Probation forms for staff are facilitated in a timely manner
- Ensuring that project recruitment is done in a timely and proper manner
- Facilitating performance assessment for staff
- Assisting in achieving the annual business plan action items for the unit
- Ensuring timely distribution of end of contract letters to staff
- Ensuring timely issuance of contracts on renewals.
- Flight bookings and accommodation arranged for staff interview panel members
- Any other duties assigned by the Supervising Officer completed

## Position Specification

### Competencies

#### **QUALIFICATION REQUIREMENT**

- The Applicant must possess a Degree with at least 2 years working experience and Diploma with 3-4 years working experience in a similar role, or a Human Resources role within a medium to large organisation.

#### **EXPERIENCE, SKILLS, & ABILITIES**

- Degree with at least 2 years working experience and Diploma with 3-4 years working experience in a similar role, or a Human Resources role within a medium to large organisation
- Good Knowledge of Employment Relations Act 2007 and other Labour Legislations.
- Understanding of teams and how to work effectively within a team environment.
- Hands on experience in conducting interviews and ability to organize skills assessment test (Aptitude and psychometric test).
- Good organisational skills and the ability to communicate with people at different levels and from different background and experience
- Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Membership of an appropriate Professional Institution

## 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 1101: HR Officer (National Office)**” and should be received no later than **5pm on the 27<sup>th</sup> January, 2023** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji

or

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building

or

**Emailed to:**

[hr.recruit@waf.com.fj](mailto:hr.recruit@waf.com.fj)