

POSITION DESCRIPTION

REF 1106: REGIONAL HUMAN RESOURCES OFFICER (WAILOKU DEPOT)

Salary Scale	\$17,960.00- \$22,450.00	Position Type	Established [3 years]
Structure:	Department:	Corporate Services and SP	
	Sub – Section	Human Resources	
Reports to:	Team Leader HR.		
Location:	Wailoku Depot		

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

Develop, advice and implement policies relating to the effective use of personnel within an organization to ensure that the organization employs the right staff in terms of skills and experience, and that training & development opportunities are available to employees to enhance their performance and achieve WAF's business aims. The role is responsible for all HR function including OHS at Regional Level. The incumbent reports directly to Team Leader HR.

Key Accountabilities

- Managers, Team Leaders and employees liaised and assisted in the compliance of HR policies and procedures
- Employment Act and appropriate mandatory laws complied with
- Timely, relevant and compliant reporting
 - All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Robust, accurate and relevant periodic reports prepared and submitted
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request by superiors addressed in a timely manner
- Recruitment process completed within acceptable WAF turnaround time and vacant position numbers reduced / all vacant positions filled
 - Merit recruitment that considers gender balance, minorities etc. achieved
- Timely placements of advertisements in appropriate mass and social media ensured
- Long listing of applicants completed accurately and in a timely manner
- Job interviews conducted in consultation with the line Managers and recommendations submitted to management.

- Contract signing of all recruitment for the region competed in a timely manner
 - New employees appraised fully on the contract so they are fully conversant of terms of the contract
- New employee orientation conducted and creating a positive first experience of the Authority ensured
- All administrative duties in relation to staff recruitment, interviews and employee start-ups carried out
- Coordinate all training programs in the region and promoting E – Learning programs.
 - All necessary approvals obtained and relevant staff sent for training as per TNAs and / or department training needs.
- In consultation with line managers formulate HR planning strategies which consider immediate and long -term staff requirements.
- Analyse training needs and planning, and creates, coordinates and conducts training in topics including interview skills, PMS, safety, harassment, vision, mission & values of the organization.
- All disciplinary investigations and issues conducted / coordinated collaboratively with Senior Employee Relations Officer.
- On-going discussions with Supervisors on ways to handle difficult staff, staff complaints etc. managed and maintained.
- Daily verifications of HRIS records completed in a timely manner.
- Employee leave processing updated continuously.
- Health and Safety programs implemented in the region.
- Equality and diversity as part of the culture of the organization promoted

Position Specification

Competencies

QUALIFICATION REQUIREMENT

Degree in Management/ Human Resources Management or relevant discipline, Industrial Relations

EXPERIENCE, SKILLS, & ABILITIES

- At least 5 years' experience in a similar role.
- Have a proven track history of developing and implementing HR policies and best practices
- Show evidence of success in building and forming working relationships, working flexibly across professional and operational boundaries
- Be able to work to deadlines, be highly organized and have the ability to work under pressure
- Be confident with strong interpersonal skills
- Fully conversant with ERP 2007, Enid, NEC Decree 2009, WAF Promulgation and other employment

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 1106: Regional Human Resources (Wailoku Depot)” 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

or

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

or

Emailed to:

hr.recruit@waf.com.fj