

POSITION DESCRIPTION

REF 1331 HR OFFICER- NATIONAL OFFICE

Salary Scale	\$18,858.00 - \$23,572.50 per annum	Position Type	Established
Structure:	Department:	Corporate Services & SP SBU	
	Sub – Section	Human Resources	
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 Human Resources Officer is responsible for 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 & Management.

Key Accountabilities

- 1. Effective Water Authority of Fiji recruitment process achieved**
 - Timely and quality advertisement preparations
 - Coordinated timely placements of advertisements in appropriate mass media
 - Long listing of applicants completed accurately and in a timely manner
 - Accurately and timely shortlisting completed with interview panel's assistance
- 2. Interview methodology successfully executed**
 - Interview schedule prepared and applicants duly informed
 - Panel members informed of interview schedule with incumbent being HR rep in the panel
 - Ensured arrangement for external panel member
 - Interview methodology requirements completed
 - 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
- 3. Induction of new employees completed in a timely manner**
- 4. Recruitment administrative function effectively coordinated**
- 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, 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 assessments 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
 - Full compliance with WAF's HR Policy, procedures and other regulatory requirements maintained at all times
- 5. Human Resources administration work relating to staff resignation is handled in an efficient and professional manner at all times**
- Staff resignations are confirmed and verified from authorised managers or supervisor
 - Resignation notice prepared with payroll notified timely
 - Clearance provided to resignation staff and terminated staff and are compliant to WAF and HR policies
 - Exit interview process conducted
 - Certificate of services provided
- 6. Carry out any other duties assigned by the Team Leader Talent Acquisition and Senior HR Officer.**

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- The Applicant must possess a degree either in Human Resources, Industrial Relations, Public Administration, Management and/or equivalent, with a minimum year of 1-year relevant experience.

EXPERIENCE, SKILLS, & ABILITIES

- 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.
- Good command of written and spoken English.

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: 1331 HR Officer - National Office**” and should be received no later than **5pm on 26 January 2024** and could be:

Mailed to:

Hand delivered to:

Emailed to:

The Manager Human Resources or Human Resources Unit or hr.recruit@waf.com.fj