



PARLIAMENT OF FIJI



JOB DESCRIPTION — CORPORATE SERVICES DIVISION

JOB TITLE: **MANAGER HUMAN RESOURCES/ADMINISTRATION/TRAINING**

CORPORATE INFORMATION

1. Position Level : Band I
2. Salary Range : \$43,296.63 - \$55,508.50
3. Duty Station : Corporate Services Division
4. Reporting Responsibilities;
 - a) **Reports To:** Head of Corporate Services
 - b) **Liaises with:** Parliament Staff & Management, Parliamentarians, other government agencies and stakeholders
 - c) **Subordinates:** Senior HR Officer and team (3), Senior Property Officer and team (3), Training Officer, Support Service Staff (7)

POSITION PURPOSE

The position supports the office of the Head of Corporate Services and is responsible for the provision of human resource advice, administration and other personal services and the supervision of reporting staff.

KEY RESPONSIBILITIES

1. Implement management of human resources strategies by establishing department accountabilities in compliance with relevant guidelines, including staffing, recruitment and selection, compensation, training and development, assets, records management, discipline, safety and health, planning, employee relations and retention
2. Promote a high performance culture in the Department and effectively motivate, supervise and manage the performance of staff and resources under this responsibility to ensure a high level of performance is achieved and under performance is addressed;
3. Provide sound quality policy advice and services to management on matters regarding areas of responsibilities including human resource management and administration etc.
4. Contribute to the formulation, implementing, monitoring and review of strategic plans, work unit plans, individual plans and HR related plans and ensuring the core outputs are implemented within the unit;
5. Develop and embed a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery;
6. Facilitate and provide timely submission of returns and reports to the relevant authorities in line with the mandatory reporting requirements along with recommendations for improvements and future programs;
7. Actively contribute to all corporate requirements of the Department, including planning, budgeting, selection activities, meetings, quality initiatives, consultations where required.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and regular staff supervision, mentoring and assistance and ensure that achievement of quality outputs of the HR/Admin Business Plan, IWP is carried out in compliance with applicable legislation, policies and procedures and service standards
2. All reporting requirements and advice completed and submitted within the required standard and agreed timeframes

3. Ensure staff are aware of training opportunities, compliance to the training requirements and a maximum return on investment and levy
4. Performance assessment processes are effectively managed, completed within agreed timeframes aligned to plans and performance outcomes;
5. Positive communication and interactions with staff, clients and stakeholders and successful implementation of corporate requirements

PERSON SPECIFICATION

In addition to a relevant Post Graduate qualification with an Undergraduate Degree in Management & Public Administration, Business Administration or related discipline from a recognized institution with at least 5 years of relevant work experience [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years' experience in a human resource supervisory role and overall management
2. Practical working knowledge of HR principles and procedures and strategic planning
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
3. Demonstrate experience to work at different levels of the organisation and in a cross cultural environment
4. Understanding of teams and how to work within a high performing team

SKILLS AND ABILITIES

1. Demonstrated ability to manage demanding workload and tight deadline personally and through effective team leadership to achieve results;
2. Demonstrated attention to details, high level organisation and analytical skills
3. Excellent written and verbal communication skills including public relations skills;
4. Demonstrated ability to tactfully deal with employees and resources within the required legislative and policy framework;
5. Demonstrated ability to maintain confidentiality in a public sector environment;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation;
7. Capacity to utilise computer programs to support the operations of complex organisation;

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.