



PARLIAMENT OF FIJI



JOB DESCRIPTION: SENIOR HUMAN RESOURCE ANALYST

CORPORATE INFORMATION

1. **Position Level :** Band H
2. **Salary Range :** \$34,760.31 - \$44,564.50
3. **Duty Station :** Government Building, Suva
4. **Reporting Responsibilities;**
 - a. **Reports To:** Manager Human Resources Administration and Training
 - b. **Liases with:** Executive Management and Parliament Secretariat Staff
 - c. **Subordinates:** Assistant Human Resource Officer, Executive Officer Leave, Telephone Operator

POSITION PURPOSE

The position provides support to the Manager Human Resources Administration & Training by ensuring effective and efficient support services on general administrative and Human Resource issues.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Facilitate the recruitment process in line with the Open Merit & Recruitment selection (OMRS) and Departments policies and procedures;
2. Ensure effective and efficient support services on HR and training issues are provided on daily basis in compliance with policies and regulations in place;
3. Ensure that the staff establishment and its related statistics are regularly updated in accordance with the Parliament's requirement.
4. Ensure that support staff are performing, and that all delegated activities are met;
5. Facilitate and collate Annual Performance Assessment for the Parliament;
6. Ensure that the HR reports are verified and validated;
7. Proper maintaining and updating of HR electronic and manual information and records; and
8. Actively contribute to all corporate requirements of the Department, including planning, budgeting, selection activities, meetings, consultations where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Recruitment and Selection activities are compliant with the Open Merit Recruitment and Selection Guideline and policies, and meet the specified timeline
2. Timely and appropriate supervision of staff activities and performance that support the achievement of expected outcomes in IWP
3. All agreed Human Resource/training functions and activities are carried out in compliance with the SOP, business service standards, reform guidelines and applicable legislation.

4. All agreed tasks/activities/corporate requirements are delivered and in compliance with relevant process/policies/legislation

PERSON SPECIFICATION

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

Knowledge and Experience

1. Have 5 years' relevant Human Resource Management experience.
2. Practical working knowledge of HR functions.
3. Good understanding of the Fijian Constitution, relevant legislations, policies and practices.

Skills and Abilities

1. Ability to meet deadlines and achieve results through effective team leadership or support;
2. High levels of ethics and integrity and demonstrated sensitivity and discretion when handling confidential information;
3. Demonstrate strong analytical skills with constructive approach to problem solving;
4. Demonstrated ability to lead, plan and organize activities and work cooperatively within a team environment;
5. Sound communication, interpersonal and representational skills;
6. Ability to follow guidelines and appropriately apply processes;
7. Capacity to utilise computer programs to support daily operations; and
8. Service oriented approach, with a commitment to supporting the operational and corporate environment of the 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.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.