



PARLIAMENT OF FIJI



JOB DESCRIPTION — CORPORATE SERVICES DIVISION

JOB TITLE: TRAINING OFFICER

CORPORATE INFORMATION

1. Position Level : Band G
2. Salary Range : \$28,605.45 – \$38,140.60
3. Duty Station : Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Manager Human Resource, Administration and Training (MHRAT)
 - b. **Liaises with:** Executive Management and Parliament Secretarial staff, Members of Parliament, and external stakeholders
 - c. **Subordinates:** Support Services Staff (7)

POSITION PURPOSE

The position provides support to the MHRAT in the provision and facilitation of training and development to enhance employee's skills, performance, productivity and quality of work.

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. Effective administration of training;
2. Prepare relevant documents for auditing in adherence to the requirements of the FNU Grant and Levy Scheme;
3. Actively manage, monitor and assess subordinate performance to enable business continuity and delivery of quality;
4. Compilation of timely and quality reports and submissions; and
5. Contribute to all corporate requirements of the Department including planning, procurement, selection activities, meetings, consultations where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All training activities required of the position is effectively conducted or coordinated within the timeframe and standard required;
2. All authorized FNU Grant and Levy payments are processed in compliance with Levy guidelines, and within agreed timeframes
3. All reports/updates and inputs are in compliance to the reporting standard and timeline given.
4. Effective and regular staff supervision, mentoring and assistance and ensure that achievement of quality outputs of the HR is carried out in compliance with applicable legislation, policies and procedures and service standards
5. All agreed tasks/activities/corporate requirements are delivered and in compliance with relevant process/policies/legislation

PERSON SPECIFICATION –

In addition, to a Degree in Management / HR or equivalent from a recognized institution (Or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. 3 years' relevant work experience on principles of modern practices of organization and human resources management
2. Good understanding of relevant administrative legislation, policies and practices.

Skills and Abilities

1. Good organization and time management skills
2. Strong written and verbal communication skills
3. Demonstrate ability to manage demanding workload and deadlines
4. Ability to supervise and motivate subordinate staff
5. Ability to effectively work in a team and independently without supervision
6. Capacity to utilize computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

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.