



Parliament of the Republic of Fiji



Job Title: Assistant Human Resource Officer

CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary Range:** \$22,528.74 – \$28,883.00
3. **Duty Station:** Corporate Service Division
4. **Reporting Responsibilities:**
 - a. **Reports To:** Senior Human Resource Analyst.
 - b. **Liaises with** Executive Management, Head of Corporate Services, Parliament Secretariat Staff, stakeholders, and the public.
 - c. **Subordinates:** Nil

POSITION PURPOSE

To provide Human Resources administration and support services to ensure effective and efficient operations of the unit.

KEY RESPONSIBILITIES AREA (KRA)

1. Provide timely leave management and administration support and general advice to the Manager Human Resource, administration and Training including staff leave update.
2. Process and administer leave management of the Parliament Secretariat Staff including reconciliation of monthly returns, verification of attendance, time sheet and overtime.
3. Maintain, update, file and recording of leave information including database systems either manually or electronically.
4. Administer facilitation of all access cards and CCTV footage request in compliance with the standard operating procedures.
5. Prepare and compile HR and relevant reports and submitted to the relevant authorities.
6. Actively contribute to the Parliament and Corporate requirements including HR activities and the Parliament's corporate responsibilities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed Human Resources support services, functions and advice are delivered within the agreed timeframes to enable business continuity and specific requirements met.
2. Effective and timely processing and filing of leave records within the agreed timeframe and required standard.
3. Provision of quality reports and administration services are provided, with outcomes actioned in a timely and effective manner.
4. Actively participate in the Parliament's quality and corporate activities.

PERSON SPECIFICATION

A Diploma in commerce, business, management, public administration or relevant discipline from a recognized institution OR more than 2 years' experience in corporate services managing leave and Support

Staff (GWE) and temporary staff weekly timesheet.

The following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 2-3 years' experience working in the area relevant to the job or similar.
2. Good understanding of the 2013 Constitution, General Orders, Terms and Conditions of Government Wage Earners and its applicability to the roles of the position.
3. A good working knowledge of Microsoft Office Suite and in particular Word, Excel, PowerPoint, etc

Skills and Abilities

1. Organizational abilities and the ability to be impartial and confidential.
2. Demonstrated ability to manage workload and tight deadlines under minimum supervision.
3. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team relationship skills and abilities;
4. Good written and verbal communication skills;
5. Service and customer-oriented approach with the ability to develop, coordinate and maintain stakeholder relationships.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of the Republic 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 the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic 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 the Republic 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.