

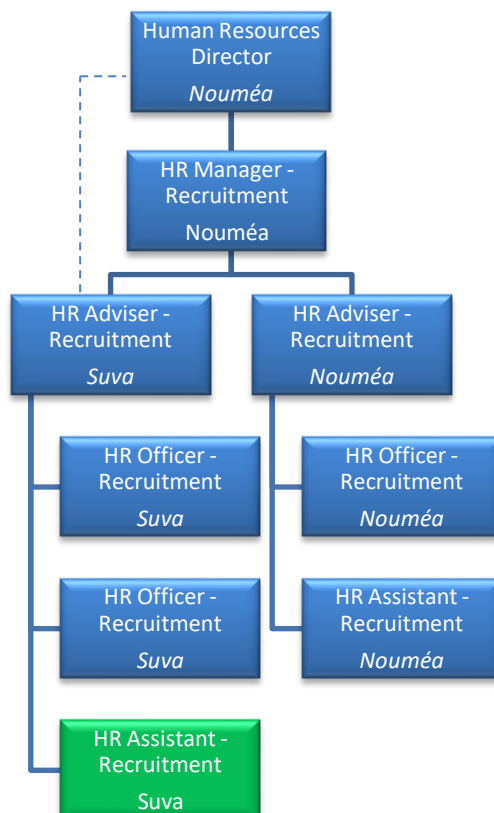


JOB DESCRIPTION

Job Title:	Human Resources Assistant – Recruitment
Division:	Human Resources – Operations and Management Directorate
Location:	Suva, Fiji
Reporting to:	Human Resources Adviser – Recruitment
Number of Direct Reports:	Nil
Purpose of Role:	To support the recruitment team with the end-to-end cycle of all local and international positions based in Fiji. The successful candidate will provide support with all recruitment activities and administrative processes.
Date:	August 2024

Organizational Context and Organization Chart

The Operations and Management Directorate (OMD) provides corporate services to all SPC divisions and programmes. It consists of three key teams: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management so as to provide high-quality customer-oriented services.



Key Result Areas (KRAs):

The position of Human Resources Assistant – Recruitment encompasses the following major functions or Key Result Areas:

1. **Local recruitment support**
2. **International recruitment support**
3. **Administrative support**

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Local Recruitment Support 50%</p> <ul style="list-style-type: none"> • Support the end-to-end recruitment cycle for all local recruitment assignments in Fiji. • Prepare recruitment notices. • Keep track and report on the recruitment processes. • Support with the selection process, including schedule coordination for candidates and selection panel members, shortlisting, compiling interview guides, arranging interviews, recruitment declaration forms, preparing recruitment reports, and ensuring compliance with the recruitment policy and processes. • Responsible for the reference checking and psychometric testing. • In close collaboration with the HR Officer – Recruitment, liaise with hiring managers regarding the salary offer and assist in preparing employment offer emails and contract requests. 	<ul style="list-style-type: none"> • Ensure that local recruitments are managed effectively and within a timely manner. • Recruitment notices and adverts are detailed, accurate and capture the essence of the role. All local recruitment notices are advertised in the relevant newspaper and online in a timely manner. • Able to provide up to date information to the Recruitment Team and hiring managers on any stage of the recruitment process. • Documentation is provided to hiring managers in a timely manner. • All candidates are reference checked post interviews and relevant testing is completed.
<p>KRA 2: International Recruitment Support 35%</p> <ul style="list-style-type: none"> • Ensure recruitment notices are translated into French and uploaded onto the recruitment system. • Post international roles onto a variety of job boards and websites ensuring that all information is accurate. • On behalf of the recruitment team, arrange and schedule interviews for international positions. • Assist the recruitment team with the preparation of recruitment notices, advertising, shortlisting, candidate management, and liaison with hiring managers. • Responsible for the reference checking and psychometric testing. • Assist the recruitment team to deliver on recruitment assignments for other SPC offices across the Pacific region. • In close collaboration with the HR Adviser – Recruitment, liaise with hiring managers 	<ul style="list-style-type: none"> • Recruitment notices are advertised in both English and French. • Recruitment notices are advertised on a variety of job boards and websites. • Ensure that the interviews for international applicants are scheduled effectively in the relevant time zones. • Assistance is provided to the HR Adviser Recruitment with regards to on-boarding activities of new international staff. • Assistance is provided to the Recruitment team in Noumea.

regarding the salary offer and assist in preparing employment offer emails and contract requests.	
KRA 3: Administrative Support 15% <ul style="list-style-type: none"> • Coordinate the payments of advertisements for local and international vendors, liaise with the relevant finance focal points within the divisions and central finance. • Effectively manage the Recruit SPC email account and HR Helpdesk for recruitment related requests. • Maintain and manage the recruitment network folder so that all documents are stored in soft copy for future reference. 	<ul style="list-style-type: none"> • Timely payments made to vendors with remittance confirmation where required. • Candidate queries are flagged to the relevant recruitment team member. • All documentation associated with recruitment is filed and saved in the recruitment network folder.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

- Supporting and administering the staff recruitment and selection processes whilst ensuring compliance with the HR and recruitment policies and processes.
- Prioritising daily workload and dealing with recruitment and HR queries on an ad-hoc basis.
- Working within tight timeframes and meeting multiple deadlines.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Candidates • Newspaper publishing departments across the Pacific region • Job board suppliers • Referees 	<ul style="list-style-type: none"> • Recruitment enquiries • Deal, negotiate with advertising companies on a regular basis • Communication exchange for references
Internal <ul style="list-style-type: none"> • Recruitment Team • Human Resources Director • HR Manager Suva • Executive, Division Directors and Programme Heads • All SPC staff, across all divisions 	<ul style="list-style-type: none"> • Accountability for supporting the recruitment of staff for all roles • Coordination of staff recruitment, selection or project activities. • Accountability for supporting staff recruitment selection procedures for all roles. • Provision of information and advice on staff recruitment, selection and appointment procedures.

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Diploma in human resource management or business administration. 	<ul style="list-style-type: none"> University degree or equivalent in human resource management.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 3 years of human resources experience, ideally with a focus on recruitment. Ability to support the recruitment of multiple positions at any given time with varying deadlines and timeframes. Excellent time management skills and organisational skills. Ability to apply human resources rules and regulations in a fair and consistent manner. Excellent verbal and written communication skills for effective communication in English. Experience with finance management software, preferably Navision. Excellent computer skills and proficiency in the use of MS Word, Excel and Power Point. Ability to liaise with staff at all levels of the organisation. Ability to work in a multi-cultural, inclusive and equitable environment. 	<ul style="list-style-type: none"> International experience in recruitment industry or a highly skilled administrative position Previous recruitment database management experience

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> Be committed to providing excellent high-quality service Ability to efficiently support the recruitment team to meet the organisational resourcing requirements for local and international positions Excellent communication and interpersonal skills Attention to detail and accuracy
Advanced level	<ul style="list-style-type: none"> Ability to deal with confidential information in a professional manner and to set priorities successfully working with minimal supervision
Working knowledge	<ul style="list-style-type: none"> Teamwork and collaboration to assist with other tasks in human resources
Awareness	<ul style="list-style-type: none"> SPC policies and processes

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.