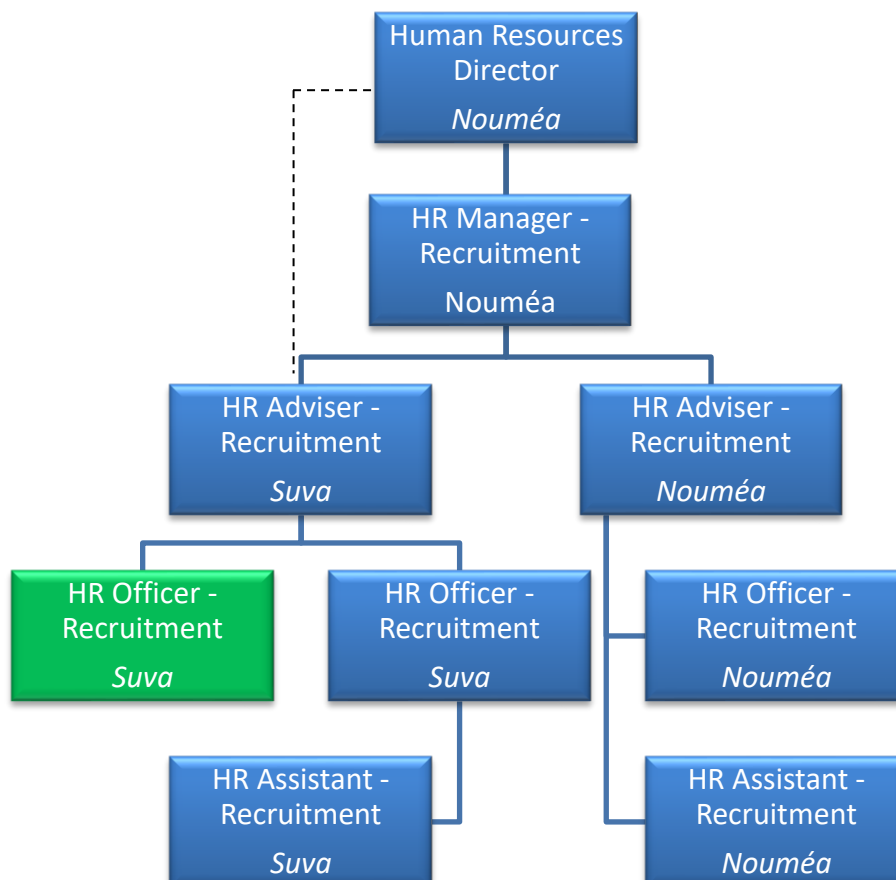




### JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Officer – Recruitment
<b>Division:</b>	Operations Management Directorate
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Human Resources Adviser – Recruitment
<b>Direct Reports:</b>	0
<b>Purpose of Role:</b>	A key member of the Recruitment Team, responsible for effectively managing the end-to-end recruitment cycle of local recruitment within Fiji and supporting international recruitment in all locations. The HR Officer – Recruitment will provide support and guidance to hiring managers by delivering a high-quality service and effective recruitment processes to address local and international resourcing requirement and staffing solutions.
<b>Date:</b>	June 2024

#### Organisational Context and Organisation Chart



## Key Result Areas (KRAs):

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

1. Local Recruitment Management – 45%
2. International Recruitment Management (all locations) – 30%
3. Internships – 5%
4. HR Projects – 20%

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1: Local Recruitment Management</b></p> <ul style="list-style-type: none"> <li>• Manage the end-to-end recruitment cycle for all local recruitment assignments in Fiji. Advising hiring managers on the most effective sourcing strategies for local roles, including short-term contracts and internships through internal or external advertising.</li> <li>• Effectively utilise the recruitment system on a daily basis to efficiently manage recruitment.</li> <li>• Train, guide and support hiring managers to effectively utilise the recruitment system.</li> <li>• Through direct liaison with hiring managers, provide advice and guidance on the requirements of the job descriptions for all local roles ensuring that they capture the complete essence of the role.</li> <li>• Liaise with the HR Assistant when preparing recruitment notices for local positions and ensure notices are reviewed by publications.</li> <li>• Keep track and report on the recruitment process for local positions, provide the relevant parties with information and advice on recruitment policy and processes.</li> <li>• Monitor applications until closing date, shortlist based on key selection criteria and present shortlist to hiring managers (and selection panel members) along with other relevant information.</li> <li>• Advise and guide selection panels during the selection process, including designing interview guides, compiling final selection panel, arranging interviews, preparing recruitment reports, and ensuring compliance with the recruitment policy and processes.</li> <li>• In consultation with the HR Adviser and HR Officer Recruitment and considering details such as the current remuneration policy, the selected applicant’s level of qualifications and experience, the relative level of remuneration for positions with equal levels of responsibility, decide the appropriate salary</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment of local positions is managed effectively and within a timely manner.</li> <li>• The jobholder utilizes the recruitment system effectively and is able to teach, assist and support hiring managers in using the system.</li> <li>• Able to provide options and effective sourcing solutions for resourcing of local positions.</li> <li>• Job descriptions are created, updated and maintained for all roles in the current recruitment process. Expert advice is provided to hiring managers seeking clarification or advice.</li> <li>• Recruitment notices and adverts are detailed, accurate and capture the essence of the role. All local roles are reviewed by publications, advertised in the relevant newspaper and online in a timely manner.</li> <li>• Able to provide up to date information to Recruitment Team and hiring managers on any stage of the recruitment process.</li> <li>• Application status and documentation is provided to hiring managers in a timely manner.</li> <li>• Able to participate in local role selection committees ensuring recruitment policy and procedures are adhered to.</li> <li>• Able to confidently execute the offer process from inception to completion based on knowledge of various key factors in the recruitment process.</li> <li>• Able to create employment offers for local staff and verify terms and conditions.</li> <li>• All candidates are reference checked pre or post interviews and completed relevant tests.</li> </ul>

<p>level and make a job offer to the selected applicant.</p> <ul style="list-style-type: none"> <li>• Prepare employment offers for local staff and verify the terms and conditions of service.</li> <li>• Responsible for the reference checking and psychometric testing of all candidates for local positions.</li> <li>• Maintain and manage the local recruitment network folder for recruitment so that all documents are stored in soft copy for future reference.</li> <li>• Effectively manage the Recruit Suva email account.</li> </ul>	<p>The jobholder is confident in scheduling psychometric tests as well as analysing the testing assessments.</p> <ul style="list-style-type: none"> <li>• All documentation associated with recruitment is filed and saved in the local recruitment network folder.</li> </ul>
<p><b>KRA 2: International Recruitment Management (all locations)</b></p> <ul style="list-style-type: none"> <li>• Support the end-to-end recruitment cycle for all international positions.</li> <li>• Assist with the preparation of recruitment notices for international positions. Ensure notices are approved by publications and translations and then upload onto the recruitment system.</li> <li>• Post international roles onto a variety of global job boards and websites ensuring that all information is accurate.</li> <li>• Provide relevant advertising options to hiring manager for international positions and ensure budget is available. Ensure that roles are advertised in compliance with the recruitment policy.</li> <li>• On behalf of the HR Adviser – Recruitment &amp; HR Officer – Recruitment, arrange and schedule interviews for international positions on an ad-hoc basis.</li> <li>• Assist the Recruitment Team by way of provision of recruitment notices, advertising, applications management, shortlisting and liaison with hiring managers.</li> <li>• Assist the Recruitment Team to deliver on recruitment assignments for other SPC offices across the Pacific region.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment notices are created and approved before being advertised externally.</li> <li>• Recruitment notices are advertised on a variety of global job boards and websites.</li> <li>• Jobholder ensures that hiring managers have sufficient budget to cover advertising costs.</li> <li>• International interviews are scheduled effectively.</li> <li>• Assistance is provided to the HR Adviser and HR Officer Recruitment with regards to on-boarding activities of new international staff.</li> <li>• Assistance is provided to the Recruitment Team.</li> </ul>
<p><b>KRA 3: Internships</b></p> <ul style="list-style-type: none"> <li>• Receive, manage and register internship applications on the recruitment system.</li> <li>• Advertise internship expressions of interest internally and externally using the recruitment system.</li> <li>• Assist and provide advice on internship policy and ensure that divisions adhere to the internship policy and process.</li> <li>• Vet applications and forward suitable candidates to hiring managers. Once intern has been selected, forward all relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Internship applications are managed effectively registered on the recruitment system.</li> <li>• Internship placements are advertised depending on the requirements of the hiring manager.</li> <li>• Hiring managers are advised accordingly with regards to the contractual requirements and eligibility criteria of SPC internships.</li> <li>• Applications are vetted and sent to the appropriate managers for review.</li> </ul>

information to HR Officers for contract generation.	<ul style="list-style-type: none"> <li>Positive internship experience for the students and hiring managers.</li> </ul>
<b>KRA 4: HR Projects</b> <ul style="list-style-type: none"> <li>Support the HR team with HR workload plan initiatives and key projects.</li> <li>Identify process improvements within the HR team.</li> <li>Assist the HR team with the implementation of new or revised processes</li> <li>Ad-hoc requests.</li> </ul>	<ul style="list-style-type: none"> <li>Key HR initiatives are achieved through collaborative teamwork and support with allocated project activities.</li> <li>Initiative demonstrated to support HR process improvements within the HR team.</li> </ul>

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:**

- Managing and administering the staff recruitment, selection and appointment processes, including negotiation of salary on commencement.
- Prioritising daily workload and dealing with recruitment and HR queries and matters on an ad-hoc basis.
- Working within tight timeframes and meeting multiple deadlines.
- Talent acquisition, sourcing and selection strategies, HR policies advice and guidance to hiring managers.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>Candidates</li> <li>Newspaper publishing departments across the Pacific region</li> <li>Job board suppliers</li> <li>Referees</li> </ul>	<ul style="list-style-type: none"> <li>Employment enquiries and appointment discussions and negotiations</li> <li>Deal, negotiate with advertising companies on a regular basis</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>Recruitment Team</li> <li>Human Resources Director</li> <li>HR Team</li> <li>Executive, Division Directors and Programme Heads</li> <li>All SPC staff, across all divisions</li> </ul>	<ul style="list-style-type: none"> <li>Accountability for recruitment and appointment of staff for all local roles.</li> <li>Coordination of staff recruitment, selection, appointment, or project activities.</li> <li>Accountability for managing and administering staff recruitment, selection and appointment procedures for all local roles.</li> <li>Collaboration on use of and enhanced functionality of recruitment system.</li> <li>Provision of information and advice on staff recruitment, selection and appointment procedures.</li> </ul>

**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"><li>• Bachelor's degree or equivalent in human resource management, public or business administration.</li></ul>	

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>• A minimum of 3 years of human resources experience, ideally with a focus on recruitment.</li><li>• Proven ability to contribute to the streamlining and automation of the recruitment process.</li><li>• Ability to apply human resources rules and regulations in a fair and consistent manner.</li><li>• Ability to manage the recruitment of multiple positions at any given time with varying deadlines and timeframes.</li><li>• Ability to facilitate and conduct interviews.</li><li>• Ability to advise, support and influence hiring managers throughout the recruitment process.</li><li>• Excellent verbal and written communication skills.</li><li>• Excellent computer skills and proficiency in the use of MS Word, Excel and Power Point.</li><li>• Excellent time management skills and organisational skills.</li><li>• Ability to liaise with staff at all levels of the organisation.</li><li>• Ability to work in a multi-cultural, inclusive and equitable environment.</li></ul>	<ul style="list-style-type: none"><li>• International experience in recruitment industry or a highly skilled administrative position.</li><li>• Previous recruitment database management experience.</li></ul>

### 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"><li>• Aptitude for the provision of high-quality service and ability to provide proactive input into continuous improvement in the recruitment and training area.</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Ability to deal with confidential information in a professional manner and to set priorities successfully working with minimal supervision</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• A very good level of interpersonal and communication skills.</li></ul>
Awareness	<ul style="list-style-type: none"><li>• Attention to detail, accuracy and interpersonal skills involving teamwork and collaboration to assist with other tasks in human resources and corporate services.</li></ul>

## **Key Behaviours**

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

- Commitment/Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership

## **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.