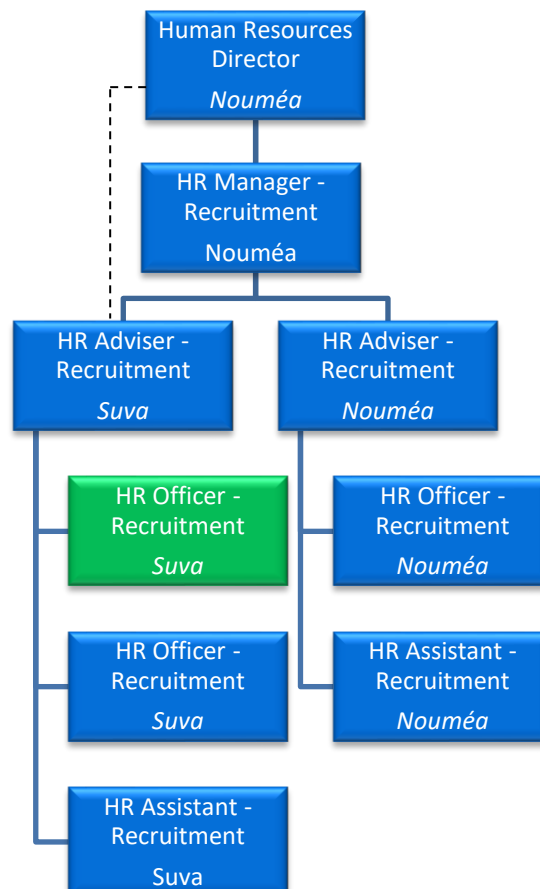




JOB DESCRIPTION

Job Title:	Human Resources Officer – Recruitment
Division:	Operations Management Directorate
Location:	Suva, Fiji
Reporting to:	Human Resources Adviser – Recruitment
Direct Reports:	0
Purpose of Role:	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.
Date:	July 2024

Organizational Context and Organization Chart



Key Result Areas (KRAs):

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

1. Recruitment Process Management – 40%
2. Operational Excellence – 30%
3. Team Effectiveness – 10%
4. HR Projects and Deliverables – 20%

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Recruitment Process Management 40%</p> <ul style="list-style-type: none"> • Manage the end-to-end recruitment cycle for local and international recruitment assignments in Fiji. • Advising hiring managers on the most effective sourcing strategies for local and international roles (temporary and fixed term contracts). • Provide guidance to hiring managers on the requirements of the job descriptions to ensure they capture the complete essence of the role. • In collaboration with the HR team, ensure roles are properly evaluated and aligned to the relevant (up to date) remuneration and benefit package. • Prepare recruitment notices for local and international positions. Ensure notices are approved by publications and translations (for international roles) and then upload onto the recruitment system. • Train, guide and support hiring managers to effectively utilise the recruitment system. • Keep track and report on the recruitment process for local positions, provide the relevant parties with information and advice on recruitment policy and processes. • Monitor applications until closing date, produce a shortlist based on key selection criteria and present shortlist to hiring managers (and selection panel members) along with other relevant information. • Advise and guide selection panels during the selection process, including designing interview guides, compiling final selection panel, arranging interviews, preparing selection reports, and ensuring compliance with the recruitment policy and processes. • After consultation with the hiring manager, determine the appropriate salary level (considering details such as the current 	<ul style="list-style-type: none"> • Recruitment of local positions is managed effectively and within a timely manner. • The jobholder utilizes the recruitment system effectively and is able to teach, assist and support hiring managers in using the system. • Able to provide options and effective sourcing solutions for resourcing of local positions. • 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. • Recruitment notices and adverts are detailed, accurate and capture the essence of the role. • All recruitment notices are reviewed by publications (international roles are translated in French), advertised in the relevant job boards in a timely manner. • Able to provide up to date information to Recruitment Team and hiring managers on any stage of the recruitment process. • Application status and documentation is provided to hiring managers in a timely manner. • Able to participate in local role selection committees ensuring recruitment policy and procedures are adhered to. • Able to confidently execute the offer process from inception to completion based on

<p>remuneration policy, the selected applicant's level of qualifications and experience, the relative level of remuneration for positions with equal levels of responsibility).</p> <ul style="list-style-type: none"> • Prepare and issue employment offers for local and international staff and verify the terms and conditions of service. 	<p>knowledge of various key factors in the recruitment process.</p> <ul style="list-style-type: none"> • Able to create employment offers for local staff and verify terms and conditions.
<p>KRA 2: Operational Excellence 30%</p> <ul style="list-style-type: none"> • Ensure a high-quality customer service is being delivered to hiring managers, panel members and applicants. • Follow and be up to date on all selection processes and their different stages in the Noumea portfolio, be able to fill in for the team as required • Responsible for the reference checking and psychometric testing of all candidates for local and international positions. • Maintain and manage the Suva Recruitment network folder by ensuring all relevant selection process documents are stored recorded. • Effectively manage the RecruitSPC email account. • Collect all data needed to prepare KPIs and metrics reports (weekly, monthly basis or as required) and contribute to the Recruitment Team reporting. • Manage all invoices linked to the Recruitment Team Activities and ensure costs are precisely recorded. • Assist the recruitment team to deliver on recruitment assignments for other SPC offices across the Pacific region. 	<ul style="list-style-type: none"> • Efficient and timely assistance is provided to enable the effective delivery of all recruitment processes. All documentation is produced and approved by relevant parties; interviews are scheduled effectively. • All candidates are reference checked pre or post interviews and completed relevant tests. The jobholder is confident in scheduling psychometric tests as well as analysing the testing assessments. • All documentation associated with recruitment is filed and saved in the Suva Recruitment network folder. • Emails are flagged to appropriate recruiter, queries or system issues are addressed, and emails are filed. • All information is timely gathered to prepare the Recruitment Team Reporting. • Efficient processing, tracking and document management and of all invoices. • Assistance is provided to the wider Recruitment in Suva and Noumea.
<p>KRA 3: Team Effectiveness 10%</p> <ul style="list-style-type: none"> • Contribute to a positive team culture that enables high performance of the HR team. • Practice a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues. • Contribute to the efficient delivery of Recruitment support, being flexible, adaptable and operating as a team, undertaking work in other areas where necessary to assist. 	<ul style="list-style-type: none"> • Share knowledge, time and expertise to assist other members of the team. • Contribute to team effectiveness by offering value adding suggestions at meetings and provide feedback and support to others. • Contribute to the achievement of team goals by offering suggestions for improving current systems and procedures.
<p>KRA 4: HR Projects and Deliverables 20%</p> <ul style="list-style-type: none"> • In collaboration with the HR certified job evaluators, size and evaluate roles after ensuring the descriptions are coherent and duties are well encapsulated. Report outcome to and have discussion with hiring managers as 	<ul style="list-style-type: none"> • Job evaluation and role approval requests are efficiently actioned, including role approvals and outcomes are promptly shared with the hiring managers.

<p>needed. International positions are submitted to Fiji Ministry of Foreign Affairs for formal role approval.</p> <ul style="list-style-type: none"> • Support the whole HR Team with integrated initiatives and key projects across all locations. • Assist the HR team with the implementation of new or revised processes. • Ad-hoc requests. 	<ul style="list-style-type: none"> • Key HR initiatives are achieved through collaborative teamwork and support with allocated project activities. • Initiative demonstrated to support HR initiatives and contribute to the successful delivery of the HR annual work plan.
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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:

<ul style="list-style-type: none"> • 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. • Capacity to manage a high workload and work within tight timeframes, meeting multiple deadlines and such with a function that is geographically dispersed with limited resources.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Candidates. • Newspaper publishing departments across the Pacific region. • Job board suppliers. • Referees. • Panel members (country representatives, officials etc.). 	<ul style="list-style-type: none"> • Employment enquiries and appointment discussions and negotiations. • Deal, negotiate with advertising companies on a regular basis. • Guidance on selection processes for applicants and external to SPC panel members.
<p>Internal</p> <ul style="list-style-type: none"> • HR Team. • Director Human Resources. • Executive Leadership Team. • Senior Leadership Team. • All SPC staff, across all divisions. 	<ul style="list-style-type: none"> • Accountability for recruitment and appointment of staff for local and international roles. • Coordination of staff recruitment, selection, appointment, or project activities. • Accountability for managing and administering staff recruitment, selection and appointment procedures for local and international roles. • Collaboration on use of and enhanced functionality of recruitment system. • 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:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">• Bachelor's degree in human resource management, public or business administration.	<ul style="list-style-type: none">• Master's degree in human resource management, public or business administration.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 4-5 years of human resources experience, with a strong focus on recruitment.• Proven ability to contribute to the streamlining and automation of the recruitment process.• Ability to apply human resources rules and regulations in a fair and consistent manner.• Ability to manage the recruitment of multiple positions at any given time with varying deadlines and timeframes.• Ability to facilitate and conduct interviews.• Ability to advise, support and influence hiring managers throughout the recruitment process.• Excellent verbal and written communication skills for effective communication in English.• Excellent computer skills and proficiency in the use of MS Word, Excel and Power Point.• Excellent time management skills and organisational skills.• 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"> • Aptitude for the provision of high-quality service and ability to provide proactive input into continuous improvement in the recruitment and training area.
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"> • A very good level of interpersonal and communication skills.
Awareness	<ul style="list-style-type: none"> • Attention to detail, accuracy and interpersonal skills involving teamwork and collaboration to assist with other tasks in human resources and corporate services.

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.