



MINISTRY OF AGRICULTURE

ROLE DESCRIPTION: SENIOR ADMINISTRATIVE OFFICER (PERSONNEL & TRAINING) HUMAN RESOURCE & INFORMATION

CORPORATE INFORMATION

1. Salary Band: G
2. Salary Range: \$28,605 – \$38,140.60
3. Duty Station: Human Resources, Personnel Section, Raiwaqa HQ
4. Reporting Responsibilities;
 - a) Reports to: Principal Assistant Secretary (Strategic)
 - b) Liaises with: All staff in the Ministry
 - c) Subordinates: Administrative Officer (Personnel), Clerical Officers (Personnel), and Government Wages Earners (Human Resource)

POSITION PURPOSE

Processes the administrative and human resources activities of the Ministry to ensure that appropriate staff receive their entitlements and carry out their job responsibilities.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties.

1. Effectively manage and supervise staff of Personnel Section in the Human Resources Division on the day to day activities.
2. Process and administer human resources services to support Ministry operations, including (but not limited to) contracting, keeping personnel records, attending to correspondence, undertaking planning activities.
3. Provide input to, implement and ensure compliance with a Human Resource Management policy and procedures manual.
4. Undertake all required activities to ensure that all staff are managed, supported to enable them to carry out their responsibilities as designated and receive their entitlements;
5. Provide input to ensure all human resources are planned for and managed;
6. Provide sound administrative advice and support to managers and staff within the Ministry on appropriate Human Resource policy, procedures and practices.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities and in the Human Resource plan completed and delivered as planned;
2. All Human Resource Management functions carried out in compliance with the policy and procedure manual, service standards and applicable legislations.
3. Timely and accurate advice and support of human resources and administrative activities to staffs and Senior Management.

PERSON SPECIFICATION

An Undergraduate Degree in Management & Public Administration, Business Administration or equivalent from a recognized institution with relevant work experience or similar. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years working on a broad range of human resource functions;
2. Practical working knowledge of all aspects and functions of human resource management;
3. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji;
4. Understanding of public sector requirements for good human resources management.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;

2. Ability to follow instructions and meet set deadlines, in particular with regard to human resources administrative activities;
3. Demonstrated ability to work cooperatively within a team environment;
4. Demonstrated ability to maintain confidentiality, in public sector environment;
5. Capacity to utilize computer programs to support the operations of complex organization;
6. Demonstrated attention to details and high level of organization and analytical skills.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization;

Personal Character and Eligibility

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Ministry is an Equal Employment 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.