



JOB DESCRIPTION

MTCMSMEC 96/2024: ADMINISTRATIVE OFFICER, HUMAN RESOURCES UNIT

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$24,261.72 - \$30,615.98 (Step 1- Step 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to the Head of Human Resources through Senior Administrative Officer
 - b) Liaises with Ministry Staff, Government Agencies, private sector and public
 - c) Subordinates:

POSITION PURPOSE

The position supports a range of human resource services, and administration of policies and procedures that contributes to the achievement of strategic objectives.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Process and administer human resources services to support Ministry operations, including but not limited to, recruitment, contracting, keeping of personnel records, attending to correspondence and undertaking planning activities;
- 2) Assist with coordinating training activities in order to meet the present and future human resources development needs for the Ministry;
- 3) Assist with coordinating the effective administration of training activities in accordance with FNU Levy and Grant Scheme and compilation and submission of other administrative reports as required;
- 4) Maintain the Ministries electronic staff training database ensuring regular data entry;
- 5) Provide administrative support to Managers and Staff within the Ministry on appropriate Human Resource policy, procedures and practices; and
- 6) 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 agreed activities as outlined in the Staff Training Plan are completed within agreed timelines.
- 2) All reports are compiled with appropriate information and submitted within agreed timeframes.
- 3) All Human Resource functions and activities are carried out in compliance with the standard operating procedures, business service standards, reform guidelines and applicable legislation.

PERSON SPECIFICATION

In addition to a Bachelor's Degree (or equivalent work experience) in Management and Public Administration, Business Administration or another relevant field, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

A Diploma in Business (Management or Office Administration) qualification together with 5 years relevant work experience will be considered in lieu of a Bachelor's Degree.

Knowledge and Experience:

- 1) At least 2 years of experience in supporting administration activities; and
- 2) Practical working knowledge of human resource management and functions.

Skills and Abilities:

- 1) Demonstrated ability to achieve results personally and through effective teamwork;
- 2) Demonstrated ability to gather data, compile information, analyse and prepare reports;
- 3) Demonstrated ability to solve problems, make sound judgement and provide possible solutions;
- 4) Ability to follow guidelines and appropriately apply processes;
- 5) Capacity to use computer programmes to support daily operations;
- 6) Sound communication, interpersonal and representational skills;
- 7) Ability to follow guidelines and appropriately apply processes; and
- 8) Service oriented approach, with a commitment to supporting the operational and corporate environment of the Ministry.

PERSONAL CHARACTER

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.