MINISTRY OF ECONOMY

JOB DESCRIPTION: SENIOR HUMAN RESOURCES ANALYST

CORPORATE INFORMATION
1. Position Level: Salary Band (G)
2. Salary Range: ($28,605.45 – $38,140.60)
   *Additional performance payments may be available for our highest performers, in accordance with
   the Public Service Commission guidelines.
3. Duty Station: Suva.
4. Reporting Responsibilities;
   a) Reports To: Manager Human Resources
   b) Liaises with: Ministry staff, Public Service HR Officers, job applicants & line Ministries
   c) Subordinates: Administrative officer

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, establishment management, keeping of personnel records,
   attending to correspondence and undertaking planning activities;
2. Provide input to, implement and ensure compliance with current policies and guidelines;
3. Manage and motivate the staff of the Corporate Services to ensure that key deadlines are met.
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 timely and expert advice on all corporate service matters to senior management.
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and
   human resource activities where required.

KEY PERFORMANCE INDICATORS
Performance will be measured through the following indicators:

1. All Recruitment and Selection activities are compliant with the Open Merit Recruitment
   and Selection Guidelines and policies, and meet the specified timelines to fill vacancies;
2. All agreed Human Resource functions and activities are carried out in compliance with
   the standard operating procedures, reform guidelines and applicable legislation.
3. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.

4. Effective and timely management of staff performance and outcomes, and regular monitoring of attendance to enable successful delivery of quality and timely outputs identified in individual work plans and operational plans.

PERSON SPECIFICATION

In addition to Degree qualification (or equivalent) in Human Resources & Management or Accounting/Economics/Science (or related field) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience
1. At least 3 years’ experience working on a broad range of human resource functions
2. Practical, working knowledge of human resource management and functions

Skills and Abilities
1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Capacity to utilise computer programs to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character and Eligibility
Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.