



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

JOB DESCRIPTION: MANAGER HUMAN RESOURCES

CORPORATE INFORMATION

1. Position Band: I
2. Salary Range: \$46,627.14 - \$59,394.10 (Step 1 – Step 4)
3. Duty Station: HQ, Suva
4. Reporting Responsibilities:
 - a) **Report to:** Permanent Secretary
 - b) **Liases with:** **Internal:** Ministry Staff
External: Other Government Ministries and Stakeholders
5. **Subordinates:** Administrative Officer, Executive Officer, Clerical Officers, Drivers, Receptionist and Cleaners

POSITION PURPOSE

This position will provide strategic support and direction to all facets of human resources management. The role will manage the various component activities of the Ministry's Human Resources Department, ensuring that all HR programs and initiatives are integrated and effective in supporting the overall mission, goals, and objectives of the Ministry. This role will directly participate in institutional planning and decision making as a member of the Permanent Secretary's team, and provide broad administrative leadership and coordination to the Ministry's Administration.

KEY RESPONSIBILITIES

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

1. Establishes and implements short- and long-term (HR) Departmental goals, objectives, plans, policies, and operating procedures – in alignment with the Ministry's HR requirements;
2. Monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
3. Provides Leadership and Management of the HR Division that ensures effective partnership and service delivery (of HR services), high level policy advice to PS, Directors, and Head of Divisions on HR Management and Development, Productivity Management, and Performance Management;
4. Directs the management the Ministry's staff recruitment and employment processes, ensuring that all and the Ministry's activities are compliant with the relevant laws, regulations, and standards are met.
5. Leads the development of training and organizational development programs through departmental team members and ministry-wide resources addressing, professional, and organizational needs of the employees and departments (across the HQ & the divisions).
6. Provide appropriate advice, leadership and guidance on the Organization Transformation agenda through the implementation of government's reform initiatives aligning to the strategic direction of the Ministry and government priorities;

7. Provide appropriate advice, guidance and leadership in managing complex employment relations issues, workforce re-alignment and people managements matters such as mentoring, coaching, performance improvement programs, resolving grievances, exit interviews etc.,
8. Manage approved staff establishment process, ensuring verification with the payroll and status report, consistently reviewing and monitoring role descriptions, employment contracts and handling confidential information and induction programs;
9. Establish and manage learning and development programs for the Ministry through the implementation of Learning and Development plans ensuring capacity building, enhancing the knowledge, skills and abilities of the employees;
10. Lead the Performance Management programs in accordance with the Performance Management Guideline within the agreed timelines in comparisons with Work Unit Results for various divisions;
11. Direct the management of assets, fleet and Occupational, Health and Safety in accordance to Financial Acts and Occupational Health & Safety Act.,
12. Management of HR budget, Seg. 1 & 2 for the Ministry and timely facilitation of any audit queries with appropriate corrective measures;
13. Lead HR audits from time to time, prepare appropriate reports with recommendations in the specific reporting requirement within the agreed timeframe; and
14. Actively contribute to all corporate requirements of the Ministry including planning, budgeting, recruitment and selection, discipline and performance assessment activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed HR functions and activities are carried out in compliance with the standard operating procedures, policy requirements, business service standards, reform guidelines and applicable legislation;
2. Effective and timely management of Ministry's assets, fleet, staff welfare and performance and outcomes to enable business continuity, delivery of service and achievement of work plans accordingly;
3. All activities within the agreed Human Resources Management & Development, Organizational and Productivity Management plans are completed and delivered in accordance with the budget allocation; and
4. Establish a cohesive workforce, where every staff member has his / her performance evaluated, feedback provided and documented

PERSON SPECIFICATION

In addition to Post Graduate Degree in Human Resources Management & Public Administration, Industrial Relations or another relevant field, or equivalent experience the following knowledge, experience, skills and abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. At least 5-6 years' experience in the supervisory role managing Human Resources, Productivity, Administration and Logistic Support in a complex organization;
2. Demonstrated high level of knowledge of all aspects and functions of human resources management and administration;
3. Proven experience in negotiation and building stakeholder relationship with sound understanding and experience in team bonding techniques, and leading teams in difficult working environment;
4. Practical work experience in mentoring, coaching, performance improvement programs, counseling and grievance resolution;

5. Demonstrated understanding and experience in developing strategies and operational plans;
6. Proven knowledge and experience in development of strategic plans, merit-based recruitment, managing performance and learning and development plans;
7. Experience in developing and implementing policy ; or an ability to grasp the same quickly
8. Proven understanding and knowledge of the Fijian Constitution, 2013.

Skills and Abilities

1. Demonstrated excellent leadership, change management and staff management skills;
2. Proven ability to manage, motivate and influence and drive change across a diverse working groups and stakeholders;
3. Demonstrated strong interpersonal and communication skills with service oriented approach with a commitment to supporting the operational/corporate environment of the organization;
4. Ability to build and sustain relationship with stakeholders, negotiate, analyze and ability to solve complex problems;
5. Demonstrated ability to plan, coordinate multiple tasks and meet deadlines, in particular with regards to planning and reporting; and
6. Capacity to plan and coordinate multiple tasks/activities to meet tight and fixed deadlines, in particular with regard to planning and reporting.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicant must also be Fijian Citizens, under the age of 60, 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 the duty.

The Ministry is an Equal Employment Opportunity Employer. Applicants 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.