



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

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### **JOB DESCRIPTION: ADMINISTRATIVE OFFICER -HUMAN RESOURCES AND ADMINISTRATION**

#### **CORPORATE INFORMATION**

1. Position Band: F
2. Salary Range: \$24,989.57 - \$31,534.46
3. Duty Station: HQ, Suva
4. Employment Type: Permanent
5. Reporting Responsibilities:
  - a) **Report to:** Manager Human Resources and Administration
  - b) **Liaises with:** **Internal:** Ministry Staff  
**External:** Other Government Ministries and Stakeholders
6. **Subordinates:** Executive Officer, Clerical Officers, Drivers, Receptionist and Cleaners

#### **POSITION PURPOSE**

This position will provide support to the Manager Human Resources and Administration in delivering efficient and effective HR and Administrative services to the Ministry

#### **KEY RESPONSIBILITIES**

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

1. Assist in end-to-end recruitment processes; coordinate new hire onboarding, including documentation, orientation, and training.
2. Maintain recruitment databases and track applicant status.
3. Serve as a point of contact for employee queries regarding policies, benefits, and procedures.
4. Assist in organizing employee engagement activities and initiatives.
5. Maintain and update employee records (attendance, leave, personal data) in HRMIS.
6. Coordinate travel logistics, including overseas travel release.
7. Oversee the asset management, including fleet management, and manage OHS compliance of the ministry.
8. 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 the 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 and Organisational and Productivity Management plans are completed and delivered in accordance with the budget allocation.

## **PERSON SPECIFICATION**

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

### **Knowledge and Experience**

1. 5 years' experience in managing Human Resources, Productivity, Administration Support in a complex organization;
2. Demonstrated a 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 labour laws and HR best practices.
5. Proven understanding and knowledge of the Fijian Constitution, 2013.

### **Skills and Abilities**

1. Discretion in handling confidential information.
2. Proficiency in HRMIS and MS Office.
3. Strong organizational and multitasking skills.
4. Proven ability to manage, motivate and influence and drive change across a diverse working groups and stakeholders;
5. Demonstrated strong interpersonal and communication skills with service-oriented approach with a commitment to supporting the operational/corporate environment of the organization;
6. Ability to build and sustain relationship with the team and ability to solve complex problems;
7. 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.

