



OFFICE OF THE ATTORNEY-GENERAL

ROLE DESCRIPTION: EXECUTIVE OFFICER (HUMAN RESOURCES)

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Administrative Officer and Administrative Officer (HR)
 - b) **Liases with:** All staff of the Office of the Attorney-General, Government ministries and departments and stakeholders
 - c) **Subordinates:** 2

POSITION PURPOSE

The position is responsible for assisting with coordinating recruitment and selection for Office positions in accordance with Open Merit Recruitment and Selection guideline, meet the Office needs and timelines. The position will demonstrate a strong client service focus and implement a structured, legislatively-compliant approach to assist recruitment and selection throughout to ensure that recruitment and selection is managed effectively and efficiently within agreed timelines.

KEY DUTIES

The position will achieve its purpose through the following key responsibilities. Working with relevant management and staff in accordance with guidelines, policies and legislative requirements and assist in meeting the operational needs of the Office:

1. Assist in coordinating the implementation of an effective recruitment plan for the Office and ensure timely provision of qualified staff to support with core activities of the Office;
2. Assist with the advertisement of vacant position(s) and staff selection to meet Office establishment/ staffing needs;
3. Assist in proactively planning and implementing changes to Office recruitment and selection practices to ensure compliance with OMRS guidelines and contemporary recruitment practices;
4. Assist with providing support on staff training matters in terms of arranging training logistics;
5. Assist with effective communication with applicants, and management to ensure timely provision of advice and information to stakeholders;
6. Assist with contribution to develop and update Human Resource management policy, procedures manual and ensure all requirements of the manual are consistently implemented in a timely manner;
7. Assist in adhering to disciplinary processes through assistance in investigating cases/allegations reported and compiling reports;



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8. Supervise the Clerical Officers and assist in developing their skills in effective recruitment and selection processes;
9. Ensure high levels of customer service and respond to queries and requests in a professional, courteous and timely manner;
10. Carry out other duties pertinent to the scope of the post as directed by the Senior Administrative Officer.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All recruitment processes are implemented within agreed timelines.
2. Client service standards are achieved.
3. All recruitment and selection activities are carried out in compliance with OMRS Guidelines and in line with approved policy and procedures manual and applicable legislations.

PERSON SPECIFICATION

In addition to successful completion of a Diploma in Management/Business Administration/Human Resources/Public Administration (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years of experience in human resources and training field;
2. Proven experience in the use of Microsoft Office products, especially Excel, Word, Outlook and PowerPoint;
3. Understanding of adult learning principles and approaches to staff training & development;
4. Experience in developing, delivering and evaluating training and development programs and reporting on application of learning outcomes;
5. Understanding of the Fijian Constitutional and applicable laws of Fiji; and
6. Working knowledge of personal administration functions, policies, practices and objectives.

SKILLS AND ABILITIES

1. Ability to plan, develop and assist in coordination of multiple tasks/activities as and when required;
2. Demonstrated ability to be efficient in time management for meeting deadlines;
3. Demonstrated ability to maintain proper human resource record-keeping, and file maintenance;
4. Excellent written and verbal communication including the ability to prepare reports and competency in computer;
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
6. Demonstrated ability to work with minimum supervision, a fast learner with positive work attitude;
7. Demonstrated ability to be a team player and work under pressure with given timeline; and
8. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.



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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. Applicants must also be a Fijian Citizen, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical and police clearance prior to taking up the duty.

The Office of the Attorney-General 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.