

## OFFICE OF THE ATTORNEY-GENERAL

### ROLE DESCRIPTION: ADMINISTRATIVE OFFICER [HUMAN RESOURCE]

#### CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: Suva Headquarters
4. Reporting Responsibilities;
  - a) **Reports To:** Principal Administrative Officer
  - b) **Liaises with:** Office staff, Government ministries and departments
  - c) **Subordinates:** Executive Officer and Clerical Officer

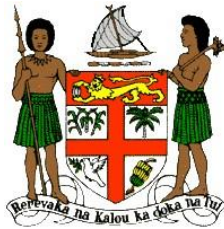
#### POSITION PURPOSE

The principal function of the position is to assist the Corporate Services Unit in ensuring efficient management, administration and coordination of internal services in relation to all areas of HR for the Office of the Attorney-General ('Office')

#### KEY DUTIES

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

1. Coordinate the implementation of an effective recruitment plan for the Office, to ensure timely provision of qualified staff to support Office core activities;
2. Support the recruitment process by carrying out appropriate administrative processes including but not limited to preparation of recruitment documents, planning of recruitment schedules and participate in selection process as the HR representatives on selection panels;
3. Contribute to development and regular updating of the Human Resource Management Policy and procedures manual and ensure all requirements of all manual and implemented consistently and in a timely manner;
4. Adhere to the Disciplinary process by investigating cases/allegations reported and assist on compiling report to the Management;
5. Maintain the HR Database to accurately reflect current staff conditions and details;
6. Provide day to day advice to Line Managers and Employees on general HR related queries, requests and Office Policies and Procedures, escalating more complex issues to Supervisors;
7. Ensure electronic and paper based personnel files are maintained, securely filed and disposed of in a timely and confidential manner; and
8. Actively contribute to all corporate requirements of the Office including planning, budgeting and selection activities when required.



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### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All recruitment and selection activities carried out in compliance with the OMRS Guideline, approved policy and procedures manual and applicable legislation;
2. All human resource processes are implemented with agreed timeframes and budget;
3. Quality reports are provided and outcomes are actioned in a timely and effective manner; and
4. All agreed human resource functions and activities are carried out in compliance with the Standard Operating Procedures, guidelines and applicable legislation.

### **PERSON SPECIFICATION**

A Degree in Management and Public Administration, Human Resource, Business Administration or equivalent from a recognised institution.

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years relevant experience in Human resource;
2. Practical working knowledge of all aspects and functions of human resource management; and
3. Understanding of Public Sector requirements for good human resources management.

### **SKILLS AND ABILITIES**

1. Ability to work under pressure and a team player;
2. Ability to plan, develop and coordinate multiple tasks/activities;
3. Sound communication, interpersonal and representation skills;
4. Capacity to utilise computer programs to support daily operations; and
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the Ministry

### **PERSONAL CHARACTER AND ELIGIBILITY**

An applicant for employment must be of good character, with a background that demonstrates his/her commitment to the civil service values contained in the Constitution of the Republic of Fiji. An applicant must also be a Fijian citizen, in sound health, aged below 60 years with a clear police record.

The successful applicant will be required to provide a medical certificate 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 and qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.