

**FIJI NATIONAL UNIVERSITY  
JOB DESCRIPTION**

**VISION STATEMENT:**

The University aims to be the premier university for higher education, technical and vocational education and training, research and development in Fiji and the Pacific region, and to be the national centre of excellence in Fiji for all things to do with training and productivity.

**MISSION STATEMENT:**

The University shall provide leadership in all intellectual pursuits in higher education, research and development, and the development and acquisition of relevant and quality technical skills in all trades and soft skills that are necessary for development of nations, businesses, and communities.

**1. POSITION DETAILS**

Position : HR Administrator

Incumbent :

Division : Human Resources

Department : HR Administration

Location : Nasinu

Reports to : HR Administration Manager

**2. PURPOSE**

A HR Administrator supports the HR team with recruitment, performance management, compensation & benefits administration, either as a team or individually. They are responsible for specific projects, as well as co-coordinating and implementing HR procedures. They often act as a manager's/ Director's first point of contact with staff and stakeholders.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: HR Administration Manager

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

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**4. KEY ACCOUNTABILITIES**

<ul style="list-style-type: none"><li>• Physically performing the day-to-day assigned duties ensuring smooth flow of HR operations</li></ul>
<ul style="list-style-type: none"><li>• Generating exception reports for the division</li></ul>
<ul style="list-style-type: none"><li>• Assist the HR Helpdesk Administrator from time to time</li></ul>
<ul style="list-style-type: none"><li>• Assisting with client enquiries</li></ul>
<ul style="list-style-type: none"><li>• Organising documents including filing, faxing, scanning and printing/photocopying of other relevant personnel documentation</li></ul>
<ul style="list-style-type: none"><li>• Maintain confidentiality and proper records of all HR documents</li></ul>
<ul style="list-style-type: none"><li>• Track stocks of office supplies and stationery needs of the division</li></ul>
<ul style="list-style-type: none"><li>• Assist in the planning and preparation of meetings, conferences and conference telephone calls</li></ul>
<ul style="list-style-type: none"><li>• Prepare timely reports and meeting minutes and submit to the supervisor</li></ul>
<ul style="list-style-type: none"><li>• Assist the immediate supervisor in meeting the deadlines set and achieving the goals of the office</li></ul>
<ul style="list-style-type: none"><li>• Excellent time management skills and ability to multi-task and prioritize work</li></ul>
<ul style="list-style-type: none"><li>• Be a team player</li></ul>
<ul style="list-style-type: none"><li>• Maintain Petty Cash for the Division</li></ul>
<ul style="list-style-type: none"><li>• Raise Internal Requisition Orders (IRO) for the Division</li></ul>
<ul style="list-style-type: none"><li>• Any other projects assigned by Supervisor</li></ul>

**5. KEY CHALLENGES**

- Dealing with difficult clients
- Handling the sensitive information available

**6. AUTHORITY LEVEL**

Operating Expenditure	None
Capital Expenditure	None
Others	None

**7. QUALIFICATION**

**Essential**

- Bachelor's Degree in Human Resources or Management related field.
- Possess an excellent problem solving, presentation, organizational and analytical skills; communication, interpersonal and customer service skills; and possess a professional and proactive attitude.

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- Must have excellent Microsoft word, power point skills and Microsoft Skills.

**Desirable**

- Some relevant work experience will be an added advantage.
- Customer service training certification.

**8. EXPERIENCE**

Some relevant work experience will be an added advantage.

**9. KNOWLEDGE & SKILLS**

- Excellent organising, planning and coordinating skills.
- Proven ability to multi-task.
- High attention to detail.
- Strong analytical, problem solving time management, negotiation and administrative skills.
- Significant experience in providing administration functions in a fast moving environment
- Self-starter able to prioritise and manage a diverse and demanding workload within tight deadlines
- Ability to deal with sensitive information in a confidential manner
- Effective communication skills, both in writing and in person

**10. WORKING RELATIONSHIP**

<b>INTERNAL</b>	<b>Frequency</b>
Supervisor and staff within the department	On a daily basis
Work closely with staff, College Deans and Directors	As and when required

  

<b>EXTERNAL</b>	<b>Frequency</b>
Industry	