



**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

- Position : **Analyst - People Performance and Development**
- Grade : 4
- Incumbent : (name)
- Division : Human Resources
- Department : People Performance and Development
- Location : Nasinu Campus
- Reports to : **Deputy Director Human Resources through Manager People Performance and Development**

2. PURPOSE

The Analyst – People Performance & Development provides critical analytical, operational, and strategic support to the Manager People Performance and Development by enabling informed decision-making and strengthening the overall effectiveness of PPD initiatives. Supports PPD initiatives aligned with the university’s strategic plan through data-driven insights.

3. DIMENSION

- Budget for (year) : _____
- Total Staff (\$) : _____
- Direct (\$) : _____
- Indirect (\$) : _____
- Other (\$) : _____

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4. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager- People Performance and Development.**

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

5. KEY ACCOUNTABILITIES

Data Collection, Analysis & Reporting (Core Function)

- The Analyst – People Performance & Development supports the effective delivery of the department’s core responsibilities by providing robust data analysis, insights, and reporting across all PPD functions.
- Collect, clean, and maintain HR data related to induction, probation, performance management, training and development, employee engagement and succession planning.
- Analyse data to identify trends, gaps, risks, and opportunities to support evidence-based decision-making.
- Develop dashboards, reports, and visual summaries for the senior specialists and the manager PPD.
- Provide actionable insights and recommendations to improve PPD initiatives and outcomes.
- Ensure data accuracy, integrity, and confidentiality at all times.

Induction & Onboarding

- Monitor induction programme participation and completion rates.
- Analyse feedback from new staff to improve onboarding experiences.
- Work with the Administrator to ensure proper documentation and tracking of HR induction and departmental induction processes.

Performance Management

- Support the Senior Specialist – Performance Management in monitoring performance management cycles and compliance.
- Analyse performance ratings, goal alignment, and completion rates across departments.
- Identify trends and provide insights to improve staff performance and accountability.
- Provide reports for the senior specialist to support decision making and action planning.

Training & Development

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- Support the PPD administrator in processing applications for PTS, FTS, External Training and Industrial attachment.
- Support the Senior Specialist – Training & Development in tracking staff participation and development outcomes.
- Analyse training data to evaluate effectiveness, return on investment, and skills gaps.
- Support the review and continuous improvement of training processes by identifying inefficiencies, bottlenecks, and areas for enhancement based on data insights.
- Provide reports to the senior specialist for quarterly reporting.
- Tracks key performance indicators (KPIs) across all PPD function.

Probation & Conditional Contract Monitoring

- Track and report on staff probation timelines, confirmations, and outcomes.
- Monitor staff on conditional contracts, particularly those required to meet qualification standards (MQR and Certifications).
- Analyse progress of staff undertaking studies and flag risks or delays to the senior specialist
- Provide timely reports to the senior specialist.

Employee Engagement

- Support the administration of the Employee Engagement Survey.
- Analyse survey results and support MPPD in coordinating action plans across departments.

University Promotions

- Support the Administrator and the senior specialist to ensure all promotion documentation, records, and communications are accurately captured and stored.
- Collaborate with the senior specialists to support succession planning and leadership development by identifying high-potential staff and promotion readiness trends.
- Support the review and continuous improvement of the promotion process.

- Deputise the Senior Specialists as and when required.
- To undertake any projects assigned by the supervisor from time to time.

6. KEY CHALLENGES

- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture
- Data Quality and Integrity Issues
- Translating Data into Strategic Insight

7. AUTHORITY LEVEL

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- Operating Expenditure :
- Capital Expenditure :
- Others :

8. QUALIFICATION

- A recognised degree in Human Resource Management, Management, Organisational Behaviour, Psychology or related discipline.

9. EXPERIENCE

Essential:

At least 2-3 years of experience covering various aspects of HR; Exposure to HR processes such as performance management, training coordination, induction, or probation tracking; Experience in data analysis and reporting to support decision-making.

Desirable:

Post graduate qualifications in a relevant field; experience working in a university setting or a large complex organization; Member of the Fiji Human Resources Institute; experience in working with HRIS systems and knowledge of legislative requirements.

10. KNOWLEDGE & SKILLS

- Demonstrated knowledge of HR functions, particularly in performance management, training and development;
- Excellent people and communication skills;
- Able to solve complex HR problems; work autonomously to achieve goals with minimal supervision;
- Proven ability in data collection, analysis, and reporting, with experience using tools such as Microsoft Excel and/or HR Information Systems (HRIS);
- Drive for Results: Dedicated to achieving the best results by taking a dynamic approach to work, perseveres and uses metrics to analyse performance;
- Proactiveness: Desires to know more and understand the reasons for a problem or issue, asks intelligent questions and looks for better ways to accomplish tasks;
- Flexibility: Adjusts easily to change, learns quickly, and understands how internal and external factors impact decisions;
- Business Intelligence: Understands all factors that impact the financial and operational performance of the business;
- Forward Thinking – The ability to anticipate the implications and consequences of a situation and take appropriate action to be prepared for possible contingencies;
- Communication – Able to articulate complex matters and talk professionally with various levels of individuals, demonstrates good listening skills, builds strong relationships, is flexible/open-minded;
- Teamwork – To be able to work as a team, communicate effectively and collaborate with each other to achieve a common objective.

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11. WORKING RELATIONSHIP

INTERNAL	Frequency
DHR/ DDHR/ Manager People Performance & Development and the other HR department managers and HR Staff.	When required
Work with staff members across the University	When required

12. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.