

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 : HR Administrator
Grade : 2
Incumbent :
Division : Human Resources
Department : People Performance and Development
Location : Nasinu Campus
Reports to : **Director Human Resource through Manager**

2. PURPOSE

The purpose of this position is to provide proactive, professional, accurate and efficient administration support for HR Division. The HR Administrator will be required to assist the departments within HR Division on a rotational basis.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **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

4. KEY ACCOUNTABILITIES

<input type="checkbox"/> To provide administrative and coordination support for assigned HR Department within the Division.
<input type="checkbox"/> Perform diversified administrative and coordination duties that involve complex information.

<input type="checkbox"/> Answer general inquiries relating to HR policies, procedures and other related employment matters.
<input type="checkbox"/> Administer HR-related documentation.
<input type="checkbox"/> Assist with creating & storing employee files electronically, maintaining, monitoring and updating applicant tracking system and other databases as required.
<input type="checkbox"/> Schedule and contribute to team meetings, project meetings, and conference calls.
<input type="checkbox"/> Daily communication and coordination with HR team to meet operational needs.
<input type="checkbox"/> Take notes or minutes of informal and formal meetings.
<input type="checkbox"/> Engage in developing, utilising and maintaining HR systems and controls for tracking HR related processes and project initiatives. Examples include using UIMS (University Integrated Management System) databases and dashboards to track compensation and benefits data and employment records for planning, reporting and compliance. The position holder will be responsible for the integrity of the HR's data and processes within this department and will ensure seamless flow information through to the other internal stakeholders. This includes working with the HR Analytics & Technology department to ensure that relevant tools and dashboards are developed for internal stakeholder reporting.
<input type="checkbox"/> All other departmental tasks assigned by the supervisor from time to time.

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

Operating Expenditure :.....

Capital Expenditure :.....

Others :

7. QUALIFICATION

- Bachelor's Degree in Human Resources or Management related field.

8. EXPERIENCE

Essential

- Possess an excellent problem solving, presentation, organisational and analytical skills; communication, interpersonal and customer service skills; and possess a professional and proactive attitude.

Desirable

- Some relevant work experience will be an added advantage.

9. KNOWLEDGE & SKILLS

- Excellent organising, planning, implementing 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

INTERNAL	FREQUENCY
Manager People Performance and Development / DHR	On a daily basis
Work closely with staff, College Deans and Directors	As and when required

11. 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.