

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION

VISION

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

MISSION

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, 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 Analyst
Grade	: 4
Incumbent	:
Division	: Human Resources
Department	: Talent Acquisition and HR Partnerships
Location	: Nasinu Campus
Reports to	: Deputy Director HR through Manager Talent Acquisition and HR Partnerships

2. PURPOSE

The purpose of this position is to provide HR guidance and advice to College/ Division managers and other staff on a wide range of operational HR matters. Under the direction of the Manager Talent Acquisition and HR partnership, he/she will serve as an embedded member of the College/ Division leadership team and proactively manage a range of day-to-day HR issues e.g. recruitment, employee relations, as well as providing local advice/ support on the implementation of HR processes, policies and procedures.

3. DIMENSION

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

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION

4. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Talent Acquisition and HR Partnerships.**

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

Manage work permit applications. <ul style="list-style-type: none"> Facilitate all work permit applications. Liaise with Ministry of Education, Heritage and Arts, Ministry of Health & Medical Services and Fiji Immigration Department pertaining to all work permit applications. Consult and liaise with internal and external stakeholders in regard to work permit lodgment issue and bond fees.
Facilitate expatriate onboarding and assist offboarding, including, <ul style="list-style-type: none"> Work permits, visas, arrivals, including arrangement of accommodation, travelling and orientation within the University. Liaise with the expatriates regarding the immigration processes and provide guidelines when required. Update the expatriates of their immigration status.
Handle exit of work permit visa's and apply for bond fees refund upon expiry.
Maintain records of Bonds and provide bond fees refund report to the Finance department for reconciliation.
Schedule appointments with Banks and FRCS for opening new account for expatriates.
Provide an operational HR support service to management and staff of Colleges and Divisions including advice on terms and conditions of employment, policies and procedures.
Assist in coordinating all college/ division level recruitment and selection activities.
Assist in change management activities at college / division level by working closely with local management on the implementation of activities to bring about change and improvement.
Collate and providing relevant staff information and data, answering queries, identifying frequently asked questions and drafting formal responses, scheduling and supporting meetings, note-taking and other general administration support.
Assist in undertaking a full range of HR Administration to a high standard including letters, contracts, variations to contract, pay changes etc. ensuring these are processed accurately and updated with payroll in line with agreed timescales.
To deputize the HR Partner as and when required. Assist in the HR Partner in all recruitment processes including, matrix, screening and shortlisting and interviews etc.
Liaise with college/ division managers and payroll to ensure that starters, leavers and changes to contract are processed accurately in accordance with agreed payroll deadlines. Deal with pay queries and liaise with finance and payroll regarding any under or over payments.
Assist in maintain and audit personnel files in accordance with agreed standards.

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION

Schedule and coordinate meetings, appointments, attendance at events and training.
Take notes or minutes of informal and formal meetings.
Engage in developing, utilizing 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.
To undertake any special projects assigned by the supervisor from time to time.

6. 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.

7. AUTHORITY LEVEL

- Operating Expenditure :
- Capital Expenditure :
- Others :

8. QUALIFICATION

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

9. EXPERIENCE

Essential: At least 2years of experience covering various aspects of HR; excellent people skills, excellent written English skills, able to solve complex HR problems; work autonomously to achieve goals with minimal supervision and knowledge of legislative requirements.

Desirable: Post graduate qualifications in a relevant field; experience in the tertiary education sector; experience working in an HR department in a university/tertiary institute; experience in a management role with staff supervision responsibilities; experience in working in a large organisation in HR and or management positions; member of Fiji Human Resources Institute and experience in working with HRIS systems.

10. KNOWLEDGE & SKILL

- Ability to advise managers and staff on all HR operational matters (recruitment and selection, training and development, ER/IR, OHS, personnel management) and HR policies and procedures.
- Have the capacity to undertake intensive HR professional qualifications
- Good knowledge of employment legislation.

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION

- Experience in working with HR systems and the ability to generate HR reports for management decision making purposes.
- Experience in working with employees at all levels of a business, with the ability to adapt your approach according to the organisational environment.
- Ability to form relationships at all levels so as to partner successfully with customers and colleagues.
- Excellent customer service skills, attention to detail and ability to prioritise work to meet deadlines as they fall due.
- Competent in the use of Microsoft Office Suite including Word, Excel and PowerPoint as well as exposure to HR information systems.
- University experience (desirable)
- Exposure to a union environment is also preferable

11. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
HR Partners, Senior Specialist, Manager Talent Acquisition and HR Partnerships/DDHR/DHR	On a daily basis
Work closely with staff, College Deans and Directors	On a weekly basis

EXTERNAL	Frequency
Work closely with Fiji Immigration Department, MEHA and MOHMS in relation to Employment contract matters and work permit.	Weekly basis

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.