



JOB DESCRIPTION - HUMAN RESOURCES OFFICER

Job Purpose

The Human Resources Officer plays a key role in recruitment and selection, employee relations, payroll, performance management and staff development. This role is to provide professional HR support across all levels of the organization by implementing HR policies, procedures and practice.

Reporting to: Senior Human Resources Officer

Key Duties and Responsibilities

- Responsible for coordination and preparation of payroll documentation including vetting of attendances to ensure accuracy of approved timesheet, approval of allowances, leave on ESS and payroll deductions for all employees;
- Ensure accurate and complete data entry for all new employees within the Pay Global system and liaise with Finance Officer to ensure accurate and timely processing of payroll;
- Prepare internal, external and overseas advertisements and prepare long list and short listing matrix;
- Coordinate shortlisting sessions & scheduling interviews and manage relevant panel declarations;
- Assist SHRO in preparing and finalizing interview documentation including interview reports and perform necessary background checks for successful candidates as and when required;
- Prepare offer letters and submit to SHRO/MHR for review;
- Draft employment contracts for new employees as instructed by MHR or SHRO;
- Send curtsey reminder to line Managers at least two (2) weeks before the probation review is due and immediately notify SHRO and MHR if there are any concerns highlighted;
- Ensure filing system is maintained in an organized and effective manner on a daily manner;
- Compilation of staff medical insurance matrix;
- Ensure all documents are filed immediately systematically and concurrently in staff file;
- Implementing and maintaining Work Health and Safety systems and procedures in accordance with organization requirements;
- Provide exceptional customer service to all BAF staff;

- Draft letters/internal memos as instructed by SHRO or MHR;
- Maintains confidentiality of all HR information;
- Perform any other duties as directed by the Manager Human Resources or CEO.

Qualification and Experience

- Bachelor's degree in Human Resource Management/Public Administration/ Accounting with 1 year of experience in Human Resources and or Payroll;
- OR Diploma in Human Resource Management with 2 years of experience in Human Resources.

Skills and Abilities

- Knowledge of relevant Fiji Employment Legislation, Regulations and familiarity with the best HR practices;
- Strong work ethics, professional attitude and behavior;
- Attention to detail with high level of accuracy;
- Excellent communication (verbal and written) and interpersonal skills.

WHERE TO SEND YOUR APPLICATION

1. Visit our website www.baf.com.fj to access the Job Description and click on the link to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 18th July 2025 at 05:00pm.

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

BAF IS AN EQUAL OPPORTUNITY EMPLOYER