



JOB DESCRIPTION – SENIOR HUMAN RESOURCES OFFICER

Job Purpose

Responsible to Manager Human Resources, the Senior Human Resources Officer is responsible for managing the administration of the Human Resources activities, policies and procedures of the Authority.

The Senior Human Resources Officer will assist in carrying out the following functional areas: recruitment and selection, employee relations, training and development, performance management, benefits and compensation, organizational development, job evaluation/analysis and other employment related functions.

Principal Accountabilities

- Work closely with the line Managers to do workforce planning and provide strong recruitment and selection support for the achievement of individual Key Performance Indicators (KPI's).
- Identify BAF's development needs and design appropriate training programs / solutions to address the performance gaps.
- Efficient and timely recruitment & selection and ensure all recruitment processes are compliant with the HR Policy & SOPs;
- Responsible for the timely and accurate payroll process and ensure payroll practices are compliant with statutory regulations and HR Policy/SOPs;
- Ensure the provision of accurate statistics, implement and maintain departmental records management;
- Ensure that Human Resource Policies and Procedures are updated and implemented in line with statutory requirements and best practices in the market;
- Timely address any employee relations issues in accordance with the Authority's disciplinary policy and ensure BAF at all times meets legal obligations and mitigates the any risk from employment relations issues;
- Ensure to carry out timely staff performance evaluations as per the Authority's Performance Management System;

- Ensure operational HR activities and processes are correctly complied and provide accurate and timely advice and guidance to the line managers;
- Develop good practice, innovative Human Resource initiatives to assist BAF to achieve business excellence and become an employer of choice;
- Coordinate training programs on workplace safety and ensure compliance with the regulatory requirements & OHS Policy;
- Carry out any other duties within the scope of the position, related as assigned by the Manager Human Resources and Executive Management.

Qualification/ Knowledge/ Skills

The position requires the applicant to possess the following:

- Bachelor in Human Resources Management/ Management/ Industrial Relations with minimum of 3 years of experience.
- Excellent communication and negotiation skills (both written and oral) and the ability to interact effectively with staffs at all level
- Sound Knowledge of the Employment Relations Act 2007
- Ability to implement strategies to achieve HR objectives
- Ability to conduct needs assessment analysis and summary
- Good Communication and writing Skills
- High level of accuracy and attention to detail is required
- Be proficient in the use of MS Office suite, in particular, MS Word and MS Excel and Access
- The ability to perform multiple tasks with minimal supervision.

WHERE TO SEND YOUR APPLICATION

Complete written applications must include your curriculum vitae and the names of at least 2 referees with academic certificates and transcripts. Applications should be marked "Vacancy No. & Name" and must be sent either by post, hand delivery, or email to hrrecruit@baf.com.fj no later than 5:00 pm Friday 20th October, 2023.

*For Vacancy No.44/2023, the closing date will be 5:00pm Friday 13th October, 2023.

Please send to
Recruitment
Biosecurity Authority of Fiji
PO Box 18360, Suva

OR

Hand deliver to
Level 3, Provident Plaza 1
Downtown Boulevard
Ellery Street, Suva

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