



Human Resources Officer

Applications are invited for the position of **Human Resources Officer** to be based at the Head Office of the Seventh day Adventist Church in Fiji located at 37 Queen's Road, Lami, Suva.

This is a middle management position with the successful incumbent reporting to the General Secretary.

Key Accountabilities

- Participate in the effective implementation of the Performance Management System through the adherence of set administrative guidelines of the Mission.
- Ensure all records are kept confidential at all times and update staff files on a weekly basis regarding training, performance appraisals and plans and personal issues. Also update staff leave entitlements and report to Management at end of the month.
- Assist in the maintenance of good industrial relations by attending to employee welfare and benefits in accordance with the terms and conditions of their employment. .
- Provide support to ensure that all administrative functions are conducted in accordance with accepted standards and practice
- Recommend the alignment of staff Job Descriptions to achieve Mission Strategic Plan objectives
- Provide guidance and support to staff to ensure the work programme is delivered and staffs are focused with high levels of morale.
- Facilitate the provision of advice and support to the General Secretary from time to time to ensure that unit objectives are achieved.
- Any other duties assigned from time to time.

Minimum Qualification, Knowledge and Experience

A degree in Human Resources, Management or related fields with a minimum of 3 years of highly relevant professional experience in similar position is desired. In addition the incumbent should possess and display competencies of very good judgment, initiative, promote teamwork, able to plan & organize, be customer focused, able to monitor work, have concern for public image, be ethical, and produce quality and accurate work. As this is a faith-based employment position the incumbent is expected to have familiarity and respect for the principles and practices of the Seventh-day Adventist Church.

Salary

Salary will be in grade 4 of the salary structure and fall in the range of \$16, 000 to \$18,000. Point of entry will be dependent on qualification, knowledge, and experience.

Applications together with detailed CV with names and telephone contacts of two referees should be marked "Confidential" and reach the address stated below before 19 December 2011.

"Human Resources Officer"

**The General Secretary
Fiji Mission of SDA
GP O Box 297
Suva**