



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

VACANCIES

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of "providing greater access to justice for all Fijians" and to further strengthen its Human Resources Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

V/No: SHRO 01/2022 SENIOR HUMAN RESOURCE OFFICER – SUVA

Position Purpose

Responsible to the Director for the provision of all Human Resources Management functions ensuring the effective and efficient functioning of the Human Resources Unit and corporate services. The position will assist in the formulation and implementation of policies and strategic human resources management of corporate outputs.

Key Responsibilities

Duties include:

- provide leadership on the specialist functions of human resources management, lead and supervise HR Unit staff, and assist in managing the performance and productivity of units and staff
- ensure that existing Human Resources Policies and Procedures are in line with all employment and or statutory legislative requirements incorporating best practices
- assist in HR policy development and formulation, implement and interpret HR policies and procedures, and ensure effective and proactive communication across units on policies, procedures, and services

- coordinate periodic performance evaluation and appraisal process with the Director and compile reports
- in consultation with Director, identify staffing needs, coordinate and facilitate the recruitment and selection process, prepare employment contracts and maintain employee personnel files
- set individual work targets and assist executive management in monitoring, assessing, and preparing reports on performance of employees
- monitor attendance and punctuality and investigate absenteeism
- assist executive management by investigating complaints, and carry out disciplinary proceedings
- identify training and development needs of all employees and organize workshops and trainings accordingly
- provide secretariat services during meetings and or other events and official functions
- any other duties as assigned

Person Specification

Must have an undergraduate tertiary qualification in human resources management. Serving officers must have served approximately 3 years as Human Resources Officer or equivalent. Non-serving serving applicants must have at least 4 years of demonstrated work experience in a large organisation.

Knowledge, Experience, Skills and Abilities

- demonstrated work experience in HRM with the ability to handle a variety of HR work
- must have in-depth work experience with respect to recruitment and selection process, drafting and preparation of reports, job descriptions, and employment contracts
- ability to maintain confidentiality and neutrality in a sensitive environment;
- strong interpersonal and communication skills
- demonstrated ability to work with little to no supervision and perform duties independently using sound judgment
- excellent organizational, planning, and follow through ability

- ability to analyse HR problems and devise sustainable solutions
- must be able to work in a fast paced and demanding work environment and handle heavy workloads
- respectful and courteous
- possesses cultural awareness and sensitivity and is able to work with employees from diverse backgrounds
- flexible yet demonstrates strong ethical standards and good work ethics without compromising his/her position and that of the organization;

Salary

In making the Legal Aid Commission an “employer of choice”, a lucrative salary package would be offered.

Application Process

To apply and be eligible for consideration applicants **must** submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.
3. Copies of academic transcripts and certificates with Grade Point Average (GPA).

The Legal Aid Commission has a competitive open-merit based recruitment & selection process. **Candidates who do not submit the required documents as per the instructions will be excluded from the recruitment and selection process for non-compliance.**

Submission

Applications must be submitted by 12.00pm on Friday 3 October, 2022. **Late applications will not be accepted.**

Applicants are encouraged to submit their application by email to vacancies@legalaid.org.fj

OR

(Vacancy Title & Reference Number)

Director

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva