



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 Corporate Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

V/No: SHRO 01/2023 SENIOR HUMAN RESOURCE OFFICER – SUVA

Position Purpose

The primary purpose of this position is to provide Human Resource support services to the Business Operations Manager.

Key Responsibilities

Duties Include:

- ensure that existing Human Resources Policies and Procedures are in line with all employment and or statutory legislative requirements incorporating best practices
- assist and support in the development of HR policies, initiatives and systems
- ensure that all human resources related activities and processes are correctly followed and applied and will work closely with executive management to provide information, advice and assistance to supervisors and staff
- identify staffing needs and vacancies and advise executive management
- coordinate and facilitate the recruitment and selection process
- prepare employee contracts and employee personal 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
- any other duties as assigned

Person Specification

Must have a Degree/Postgraduate level qualification in either Human Resources Management, Industrial Relations Management with tertiary qualification in HR Management with at least 5 years of experience in this field of work in a large organization.

Knowledge, Experience, Skills and Abilities

- at least 5 years' work experience in human resources management which includes working experience in drafting and preparation of job descriptions, and recruitment and selection related work
- must be well versed with employment laws and OHS policies
- computer literate and good knowledge of MS applications - Word, Excel, PowerPoint, etc.;
- adopt to changing technologies and learn functionality of new system
- strong written and oral communication skills together with public relations and customer service skills;
- planning and organizational skills and the ability to work as a team;
- ability to work with minimum supervision and perform his/her duties independently using sound judgment;
- must maintain confidentiality at all times given the nature of the work entrusted to him/her;
- 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.

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 10th February, 2023. **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)

The Director

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva