



**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. All appointees will report to the Director/Business Operations Manager and will be required to assist with the effective and efficient operations of the office.

---

**V/No: HRO 01/2023     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
- ensure that all human resources related activities and processes are correctly followed and applied and will work closely with the Business Operations Manager and Director to provide information, advice and assistance to supervisors and staff
- identify staffing needs and vacancies and advise executive management; prepare notices and advertisements
- coordinate and facilitate the recruitment and selection process
- prepare employee contracts
- set individual work targets and monitor 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 Bachelor of Commerce Degree in Human Resource Management, Public Administration and relevant work experience of at least 3-5 years in a similar field of work.

### **Knowledge, Experience, Skills and Abilities**

- at least 3-5 years' experience in human resources management
- well versed with employment laws and OHS policies
- computer literate and good knowledge of MS applications - Word, Excel, PowerPoint, etc.;
- 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 use office equipment efficiently;
- ability to work with minimum supervision;
- able to 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.

The Legal Aid Commission has competitive open-merit based recruitment & selection process.

### **Submission**

Applications must be submitted by 4.00pm on Friday 2<sup>nd</sup> June, 2023; **late applications will not be accepted.**

Applicants are must apply online using **APPLY NOW** button. If you have difficulties submitting the applications you may visit any nearest Legal Aid Commission office for further assistance.

For any queries you may contact the HR Department by email to [vacancies@legalaid.org.fj](mailto:vacancies@legalaid.org.fj)

OR

(Vacancy Title & Reference Number)  
The Acting Director  
Legal Aid Commission  
41 Loftus Street  
Private Mail Bag  
Government Buildings  
Suva