



JOB DESCRIPTION

Title	Senior Officer -Human Resources – Employment Service
Institute/Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Kukum Campus

Summary

To provide professional service delivery and advice on all human resources practices such as Recruitment, Selection and Placement, remuneration, and human resources planning to client groups within the University.

Roles and responsibilities of Senior Human Resource Officer- Employment Service

- Works closely with client groups to help managers understand and implement HR policy and procedures
- Develops and recommends HRM strategies, policies and practices that improve employee commitment, competence, motivation and performance and that facilitate the achievement of the college's business objective
- Descriptions and person specifications, preparing advertisements, checking application forms, shortlisting, interviewing and selecting candidates in consultation with management
- Oversees the recruitment of staff- including developing job
- Acts as a single point of the contract for the employees and managers in the business unit
- Provides advice on pay and other remuneration issues, including promotion and benefits
- Provides monthly reports to HR Manager and client management team.
- Communicates regularly and contributes to core HR and shares services
- Decides on the appropriate system that will ensure data is accurately stored and accessible for future reference
- Assists manager in the Human Resource budget for client group and contributes to the development of the established budget and workforce planning
- Engages in continues professional development
- Provides guidance to assist determines priorities for senior management and HR team
- Provides advice to management and stakeholder on matters affecting HR.

Skills and attributes necessary in a Senior Human Resource Officer- Employment Service include:

- Demonstrated good leadership across the University

- Commits to high performance, and meeting University targets.
- Sound knowledge of the Human Resource sector and the ability to raise the profile of the Human Resource Department.
- Has the ability and commitment to work with the new team to build the new Human Resource Department for the University.

Minimum Qualifications Requirements –

- Qualified for this position, applicants must have a Master’s Degree in HR Management, Administration or PGD level with five years of experience in Human Resource Management.
- Proven ability in undertaking human resource management and administration activities, particularly concerning operational HR, recruitment procedures, staff development and training, industrial relations and enterprise agreements; plus a sound knowledge of the Solomon Islands Labour Act, Health & Safety Act and the ratified ILO Laws.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of, relevant legislation standards, policies and procedures appropriate to different human resource management practices, and their implications for human resource management.
- Proven ability to coach and develop staff to increase their job knowledge and optimize performance.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.
- Well-written and oral communication and interpersonal skills,
- Ability to provide, and a strong commitment to, effective and timely client service.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to deal with highly sensitive local and College requirements issues.
- Demonstrated ability to work under minimum supervision
- Have good office organizational management and administrative skills.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)

Experience

- Have a minimum of 4 years of work experience in the human resource management
- Proven ability in undertaking human resource management and administration activities, particularly concerning operational HR, recruitment procedures, staff development and training, industrial relations and enterprise agreements; plus a sound knowledge of the Solomon Islands Labour Act, Health & Safety Act and the ratified ILO Laws.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of, relevant legislation standards, policies and procedures appropriate to different human resource management practices, and their implications for human resource management.

- Proven ability to coach and develop staff to increase their job knowledge and optimize performance.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.
- Well-written and oral communication and interpersonal skills,
- Ability to provide, and a strong commitment to, effective and timely client service.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to deal with highly sensitive local and College requirements issues.
- Demonstrated ability to work under minimum supervision
- Have good office organisational management and administrative skills.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Senior Officers under the General Support Services Stream. The contract is renewable subject to good performance.