

## JOB DESCRIPTION

<b>Title</b>	HR- Assistant Officer- Employment and Recruitment
<b>Institute/Department</b>	Human Resources Department
<b>Band/Grade</b>	Band
<b>Category</b>	Support Service
<b>Reports to</b>	Senior HR Officer
<b>Location/Campus</b>	Kukum Campus Honiara

### **Summary**

To provide professional service delivery and assist with all human resources practices such as Recruitment, Selection and Placement, training and development, performance management, industrial relations, dispute resolution, Health and Safety, remuneration, and human resource planning to client groups within the University. To manage and/or participate in activities and projects that relate to University training and development and other human resources and capability development activities.

### **Main Duties and responsibilities**

**Document key tasks in the following sections where they apply.**

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefits and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practices.
- Works closely with client groups to help managers understand and implement HR policies and procedures
- Provides guidance to client group management regarding the acquisition, development, reward, retention, and exit of all SINU human resources to promote the status of SINU as an ethical and preferred employer of choice.
- Co-ordinates personnel policy and HR communication for client groups
- Oversees the recruitment of staff - this includes developing job descriptions and person specifications, preparing advertisements, checking application forms, shortlisting, interviewing, and selecting candidates in consultation with management
- Provides advice on pay and other remuneration issues, including promotion and benefits

## **Administration**

Initiates and assists in completing formalities for

- probation reports,
- annual increments for staff with satisfactory work performance
- monitoring of contract periods and renewal of Contract Documents for contracted staff
- performance management reviews and assist management in addressing performance concerns
- regular salary and employee satisfaction reviews;

Provide monthly reports to the HR Manager and Client management team on all the above

## **Business planning, reporting, and management**

- Prepares submissions for promotions, staff affairs, and staff development committees Staff Affairs Committee.
- Develop a yearly HR plan with line managers, which considers immediate and long-term staff requirements in terms of numbers and skill levels; plans, and sometimes delivers training, including inductions for new staff;
- Prepares a yearly Training Needs Analysis for client groups in consultation with managers and the College Staff Development Committee and assists in coordinating appropriate staff development activities

## **Quality Assurance and customer satisfaction**

- Contributes to the development, implementation, and review of systems, policies, and procedures that support effective human resource management practices and which contribute to a high level of client service.
- Ensures positive customer relations by continually evaluating human resource practices and strategies.

## **Dimension**

**Document key tasks across the following dimensions:**

### **Problem-solving and impact**

- Decide on the appropriate systems that will ensure data is accurately stored and accessible for future reference.
- Resolves problems affecting staff by University regulations while mitigating industrial relations exposure
- Contributes to decisions, which have an impact on staff and employment conditions
- Provide advice on operational HR issues such as industrial relations, recruitment, talent development, succession planning, and performance management.

### **Resource management**

- Assists manage the Human Resources budget for the client group and contributes to the development of the staff establishment budget and workforce planning
- Participates in SINU strategic planning processes
- Participates in the coordination of quality, audit, and other external assessments.

### **Working Environment**

- Takes responsibility for conducting risk assessments and reducing workplace hazards
- Engages in continuous professional development.
- Understands and applies the principles of equality of opportunity in an academic context.

**Decision-making Authority**

- Resolves staff and stakeholders' complaints
- Provide advice to Management and Stakeholders on matters affecting HR
- Provides guidance to assist in determining priorities for senior management and HR team
- Participates in approvals for recruitment of personnel at salaries at management level and below

**Qualifications Required**

Degree in HR/business management/public administration or Industrial Relations from a recognized tertiary institution.

**Experiences****Essential to the Position:**

- Have a minimum of years' work experience in human resource management
- Proven ability in undertaking human resource management and administration activities, particularly in operational HR, recruitment procedures, staff development and training, and industrial relations.
- 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)

**Terms and Conditions**

The position is for Five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.