

Job title	Human Resources Officer
Reports to	Manager Human Resources
Positions Reporting to	

Organization Summary

The Fijian Competition & Consumer Commission (“FCCC”) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Job purpose

To deliver an effective, efficient and legally compliant human resource functions and services which meets the needs of the FCCC and effectively supports the management in the achievement of its corporate goals and objectives.

Assist the Manager Human Resources to, propose, research, consult on and implement new initiatives that promotes FCCC as an employer of choice.

Support and assist the Manager Human Resources to maintain, update and deliver the objectives of the Human Resources Strategy and Human Resources Action Plan.

Key Result Areas

- Recruitment and Selection
- Talent Development and Management
- Performance and career management
- Employee Relations
- Rewards and Recognition
- Policy Formulation and Development
- Remuneration and Benefits administration
- HR Management system , support and management
- Workplace Health and safety
- Compliance with Labour Legislations
- Relationship Building with the development partners

Key Accountabilities

- Ensure operational HR activities and processes are correctly followed and provide accurate and timely advice and guidance to managers.
- Work closely with the Managers to do workforce planning and provide strong recruitment and selection support for the achievement of individual KPI's.
- Identify FCCC's development needs and design appropriate training programs to address KSA's.
- Ensure that existing Human Resource Policies, Procedures are updated in line with statutory requirements, good practice and the agreed review timetable and that new policies or procedures are introduced as necessary.
- Keep self and team up to date with employment law and human resource best practices.
- Ensure robust performance management systems are in place to ensure a culture of performance is embedded across FCCC and that managers have clear procedures and support for managing performance i.e. attendance, disciplinary and capability.
- Ensure FCCC at all times meets legal obligations and mitigates the risk of Employment Tribunal Claims, costs, and adverse publicity.
- Develop good practice, innovative Human Resource initiatives to assist FCCC to achieve business excellence and become an employer of choice.
- Automate manual HR processes through implementation of an effective human resource information system.
- Ensure the provision of accurate statistics, records and management of registry services.
- Effective implementation of FCCC's Occupational Health and Safety Policy and safety programs.
- The post holder is required to understand and demonstrate the ability to work flexibly for the benefit of business and to take on new projects and initiatives that are considered to fall within the duties and responsibilities of the job role.
- Carry out any other duties as reasonably required by the manager Human Resources / Executive Management.

Key Performance Indicators

- Development of Departmental and Individual work plans (IWP's) to support the achievement of FCCC's strategic objectives and goals.
- Conduct the Job Evaluation exercise to correctly price all the positions with the market. Ensuring all staff have an updated job description of the positions they hold.
- Implementation of open merit based recruitment process to attract the best candidates for the job ensuring timely appointment of the vacant and new positions.
- Conduct timely raining Needs Analysis, development of training plan, budget allocation, execution, monitoring and evaluation of programs to ensure its effectiveness.
- Implementation of systematic training at FCCC to effectively address the performance gaps of employees and obtain maximum grant claim from FNU.



HEAD OFFICE & CENTRAL EASTERN DIVISION
42 Gorrie St, Suva
P O Box 5031, Raiwaqa, Suva.
Phone : (679) 8921991
Email : helpdesk@commcomm.gov.fj
Website: www.commcomm.gov.fj

WESTERN DIVISION
1st Floor, Shah Investment Bldg,
5 Tukani St.,
P O Box 594, Lautoka
Telephone/Fax: (679)6661853

NORTHERN DIVISION
Silas Ramzaan St.,
P O Box 262, Labasa
Telephone/Fax: (679)881 1155

- Review and Development of Human Resources Policies and Procedures to maintain consistent and best practices promoting efficiency and productivity.
- Coordinate effective management of Labour Management Consultation Committee to address staff issues, creating good faith, productivity and an enabling environment.
- Implementation of a human resource information system to help different departments of FCCC to access and process information regarding their human resources and providing management with the customized reports for making informed decisions.
- Development and implementation of succession planning program to ensure continuity of operations. Develop and implement an effective Occupational Health and Safety management system ensuring safety of workers and compliance with the HASWA 1996.

Key Challenges / Success Factors

- To build a resilient workforce that is capable of achieving FCCC's vision, mission, values and strategic objectives promoting fair trade competition and protecting consumers and businesses.
- Development of human resource systems, processes, policies and procedures to support the achievement of FCCC's Annual Corporate Plan.

Qualifications / Professional Knowledge and/or Relevant Experience

- Have at least two (2) years of progressive HR experience in medium to large organization and must possess a relevant degree in Human Resource Management / Industrial Relations / Public Administration.

Personal Attributes/Skills

- Organization
- Multitasking
- Diversification
- Communications and Negotiation
- Results Focused
- Conflict Management and Problem Solving
- Demonstrate Accountability
- Discrete and ethical
- Organizational Development and Change



HEAD OFFICE & CENTRAL EASTERN DIVISION
42 Gorrie St, Suva
P O Box 5031, Raiwaqa, Suva.
Phone : (679) 8921991
Email : helpdesk@commcomm.gov.fj
Website: www.commcomm.gov.fj

WESTERN DIVISION
1st Floor, Shah Investment Bldg,
5 Tukani St.,
P O Box 594, Lautoka
Telephone/Fax: (679)6661853

NORTHERN DIVISION
Silas Ramzaan St.,
P O Box 262, Labasa
Telephone/Fax: (679)881 1155

Key Relationships

Internal:

- Commission Board
- CEO
- All Managers including Regional Managers
- All staffs

External:

- Media Agencies
- Regional and Local Training Institute
- Ministry of Labour and other relevant government Ministries
- Development partners
- Contractors
- Suppliers
- Other stakeholders

Proviso

The Job Description and Key Result Area's in this contract is with a view that upon review at any time within the contractual period engaged with the Commission, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, immediate Supervisor, CEO or CEO's designate and Human Resources.

Approved by:	
Date approved:	
Reviewed:	

Note: This job description may be reviewed annually and updated as often as necessary.

The Fijian Competition & Consumer Commission believes in providing equal opportunities based on principles of an Open Merit System.