Job Description

Job Title	Senior HR Specialist
Grade	3B
Reports to	Manager Human Resources Operations (MHRO)
Business Unit	Human Resources
Location	Head Quarters, Suva

Job purpose

Reporting to Manager Human Resources Operations, the Senior HR Specialist will support the Manager HR Operations in overseeing the daily operations of the HR department, ensuring efficient and effective HR service delivery. This role involves managing specific HR functions, developing and implementing HR policies, and ensuring compliance with legal standards. The Senior HR Specialist reports to the Manager HR Operations and will support the respective assigned divisions as their HR Operations Business Partner.

Duties and responsibilities

- Conduct the end-to-end recruitment process in accordance with the Fund's HR Policy.
- Develop and refine recruitment strategies, enhance processes for efficiency, stay updated on industry trends, and ensure a positive candidate experience to promote the organization's employer brand
- Assist in managing employee relations (ER) and industrial relations (IR), including handling staff grievances and disciplinary actions.
- Oversee staff exit processes, including exit interviews and offboarding.
- Develop and implement employee relations policies, support performance management processes, and promote employee engagement through feedback channels, surveys and training programs.
- Develop and implement strategies for staff engagement and workplace culture initiatives to foster a positive and inclusive workplace culture.
- Ensure compliance with employment laws and maintain accurate records and reports on employee relations activities and outcomes.
- Manage leave administration and contract management.
- Review and process leave applications, verify eligibility, and maintain accurate records of leave balances and usage while ensuring payroll coordination and compliance with policies.
- Act as the main contact for leave-related inquiries, provide guidance on entitlements and procedures, and ensure adherence to company policies and local regulations.
- Generate reports on leave trends, maintain documentation for audits, and collaborate on enhancing leave management systems to improve efficiency and effectiveness.
- Review and implement HR operations strategies to align with organizational goals.
- Ensure maximum use of HR Information Systems (HRIS) for HR operations purposes.
- Provide payroll support, back up and administer staff benefits.
- Ensure compliance with Labor laws and HR best practices.
- Develop and monitor HR metrics to assess the effectiveness of HR initiatives.
- Foster a positive and inclusive workplace culture.

- Handle confidential employee information with discretion and ensure compliance with data privacy regulations.
- Perform any other duties assigned by GMHR or MHRO.

Education & Experience

- Bachelor's degree in human resources, Business Administration, or related field.
- 5+ years of experience in HR, with at least 1-2 years in a senior role.
- Experience in employee relations and conflict resolution.
- Experience in recruitment and talent acquisition.

Key Competencies:

- Strong knowledge of HR Systems and databases.
- In-depth knowledge of labour law and HR best practices.
- Excellent communication and leadership skills.
- Ability to handle sensitive and confidential information.
- Strong analytical and problem-solving skills.
- Ability to manage multiple priorities and/or projects.

Reporting Structure

Direct Reports: One (1) – HR Specialist

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

No Authority to sign on external correspondence.

Internal & External Contacts

Internal Contact

- All Departments
- All Executive & Management Team
- All Non-Management Staff including Team Leaders

External Contacts

- Ministry of Employment
- Employers of prospective candidates for reference check purposes
- Fund Approved Medical Centers
- Fiji Police Forensic Science Services
- Local Universities
- Fiji Sun
- Fiji Immigration Department
- National Employment Centre
- Local recruitment agencies
    - KPMG

    - PWC
    - Maxumise
- Overseas recruitment agencies
    - Top Jobs
    - KPMG
    - Seek.Com Ltd
    - Actuaries Institute

Working conditions

The incumbent may be required, from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or to work with other functional areas & Business Units regarding HR System review and activities.