

Position Description

Position Title	Human Resources (HR) and Administration Assistant
Project	Fiji Program Support Facility (FPSF)
Reports to	HR Coordinator and Senior Managers
Accountable to	Senior Management Team
Duration of Assignment	Full time; 12 Months (with possibility of extension)
Location	Suva, Fiji

Program Overview

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs such as health, education, Australia Awards and governance in Fiji. The Facility also supports the Australia Awards and education programs in Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion, climate change, emergency preparedness and response and civil society engagement, across sectoral programs. In particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

Position Summary

The HR and Administration Assistant is responsible for providing support for the Human Resources administration in support of the HR Coordinator and to provide general administration support across the Facility according to priorities for implementation of programs as required.

Key Responsibilities

Key responsibilities include:

1. Human Resources

In support of the HR Coordinator, the HR and Administration Assistant will be responsible for:

Recruitment

- Booking newspaper advertisement space.
- Preparing documentation including job advertisements, recruitment strategies and interview questions.
- Schedule interviews with short-listed applicants and make all necessary preparations for interview meetings.
- Manage and maintain employee records.
- Facilitate assessments for positions and develop selection reports.
- Prepare onboarding checklists for new staff.
- Prepare induction schedules for new staff and set-up induction meetings with members of the Facility team according to individual schedules.
- Maintain records of onboarding and induction.

Key Responsibilities

Staff administration

- Administer the All-Staff-Information-Sheet (ASIS).
- Administer the Leave Management System (LMS) for all Facility staff.
- Administer all timesheets for long-term and short-term staff (national and international).
- Administer Staff Performance Management schedule
- Prepare documentation for work permit applications for international staff and liaise with the Government of Fiji and DFAT.
- Provide related administration support for the Facility particularly for the mobilisation and demobilisation of international staff and advisers including applications for work permits and visa and other administrative requirements in Fiji and Tuvalu.
- Support payroll processes.
- Prepare offboarding checklists for all end of contract/ outgoing staff.

2. General Facility Administration

In support of the effective management of the Facility and implementation of sector-programs:

- Undertake general administrative tasks including:
 - Drafting letters and other documentation
 - Scheduling meetings and preparing documentation for these as needed
 - Booking travel and accommodation
 - Supporting preparations for workshops and procurement processes
 - Printing copying and scanning documentation
 - Running errands
- Other reasonable duties as required to support the effective performance of the Facility.

Selection Criteria

Qualifications

- A tertiary qualification in a relevant area or relevant work experience

Experience

- Relevant experience in HR administration processes.
- Experience in office work and records management is essential.
- Experience in dealing with multiple clients.

Knowledge/Skills

- Good documentation drafting skills in English.
- Good computing skills and experience using Microsoft Word, Excel and Outlook functions.
- Effective business communication by email, phone and in person.
- Ability to multitask and follow-up with issues with colleagues and managers.
- Ability to plan personal workload to support the effective implementation of Facility priorities.

Personal Attributes

- Good interpersonal skills with demonstrated capacity to take initiative.
- Ability to work effectively individually or as part of a team.

Selection Criteria

- Cultural sensitivity and experience working within teams of persons from different cultures.
- Ability to maintain high standards and pay attention to detail.
- Ability to provide support to others.
- Ability to allocate and review priorities and to meet deadlines.
- Ability to maintain confidentiality.
- Willingness and enthusiasm to act as a champion for key cross cutting issues for the Facility.

Child Protection

Coffey is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Exemplifying Coffey's commitment to technical excellence in gender equality, disability and social inclusion (GEDSI), our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the opportunities of the world's most marginalised groups. We encourage people from diverse backgrounds and experiences to apply.

About Coffey

Coffey has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.