

Tuvalu Fisheries Authority – Job Description



Position Title:	Human Resources Assistant	
Level and Salary:	5	\$16,393 to \$21,537
Employer and Section:	Tuvalu Fisheries Authority	Corporate Services
Location:	Funafuti	
Reports to:	Human Resources Manager	

Position summary:

The HR Assistant will support the HR Manager in all aspects of human resources practices and processes. This role involves recruitment, employee relations, performance management, training and development, and compliance with employment laws.

Main responsibilities:

The HR Assistant will play a key role in shaping the Authority's culture and ensuring that it is a high-performing organisation and a great place to work.

Main Duties:

- Nurture a positive working environment and a culture of continuous improvement.
- Assist in the recruitment and selection process to ensure the hiring of well qualified candidates.
- Assist with orientation for new employees.
- Assist in managing the programme of staff training, including long-term scholarships, to ensure that staff have opportunities for development while maintaining personnel levels required for the work programme.
- Ensure accurate records are maintained of staff attendance, punctuality, leave and other entitlements.
- Assist in ensuring the performance management system is implemented for all staff on a timely basis.
- Monitor compliance with the Authority's conditions of service. HR policies and relevant employment legislation.
- Assist with staff disciplinary processes where necessary.
- Maintain accurate HR records for all staff and assist the HR Manager to prepare reports to the Board.

Qualifications:

- A diploma or degree in a relevant field.
- 2 years working experience in a role that includes HR Administration.

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Skills and knowledge:

- People-oriented and results-driven.
- Knowledge of human resources metrics.
- Knowledge of HR systems and performance management.
- Ability to contribute to strategy along with leadership skills.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the Authority.
- In-depth knowledge of employment law and HR best practices.

Other information:

All permanent staff of the Authority will be engaged on a 3 year contract with renewal subject to performance. The retirement age of the Authority is 60.

It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.