

Tuvalu Fisheries Authority – Job Description



Position Title:	Human Resources Manager	
Level and Salary:	3	\$25,038 to \$37,232
Section:	Corporate Services	Fisheries Authority
Location:	Funafuti	
Reports to:	Deputy Director (Corporate Services)	

Position summary:

The HR Manager will be responsible for overseeing all aspects of human resources practices and processes. This role involves managing recruitment, employee relations, performance management, training and development, and compliance with employment laws.

Main responsibilities:

The HR Manager 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.
- Develop and implement HR strategies and initiatives aligned with the Authority's corporate plan.
- Manage the recruitment and selection process to ensure the hiring of well qualified candidates.
- Oversee orientation for new employees.
- Monitor and improve overall HR strategies, systems, policies and procedures across the organization.
- Manage 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.
- Manage and resolve complex employee relations issues.
- Ensure that an effective performance management system is in place for the Authority and provide coaching to employees.
- Ensure compliance with the Authority's conditions of service. HR policies and relevant employment legislation.
- Advise on, and oversee, any staff disciplinary processes where necessary.
- Maintain HR records and prepare reports to the Board.

Qualifications:

- At least a Bachelor's degree in Human Resources, Business Administration, or related field.
- 5 years working experience in HR Management.

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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.