

The Pacific Community (SPC) invites applications for the position of **Human Resources Manager** located at its regional office in Suva, Fiji.

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC divisions and programmes. It consists of three key teams: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management so as to provide high-quality customer-oriented services.

The role – **Human Resources Manager** will guide and manage the overall provision of Human Resources services, policies and programs within SPC Suva. This role will lead the Human Resources practices and objectives to provide an employee-orientated and high performance culture, which promotes empowerment, equality, productivity, goal attainment, and ongoing development of the workforce. Reporting to the Human Resources Director, the position holder will coordinate the implementation of people related services, policies and programs through the Human Resources team, and assist and advise SPC directors, line managers and employees on Human Resources matters. An organisational wide oversight of learning and development is integral to this role, along with implementation of local organisational development and change management activities.

The key responsibilities of the role include:

- Provide leadership and management of the Suva Human Resources Department that ensures effective service delivery of Human Resources services, advice, and operations in alignment with the strategic direction of the division.
- Provide appropriate advice, leadership and guidance on change management.
- Lead and manage the organisation wide learning and development framework, including the implementation of SPC specific training and leadership development programs.
- Coordinate the strategic planning processes for the Suva HR Department and assist the Director in developing and implementing the overall departmental strategic plan.
- Routinely provide specialist professional and technical advice, support, guidance, education and coaching for directors, managers and employees on current and future people related matters.
- Assist the business partners in providing appropriate advice, guidance and leadership in managing complex employment relations issues, workforce re-alignments, and people management matters.
- Assist the Director in ensuring the team is compliant with all SPC's legal obligations, policies and procedures and build SPC's compliance with staff rules, regulations and HR policies within assigned region.
- Maintain relationships with external Government bodies to ensure the smooth transition of staff related issues.

For a more detailed account of the key responsibilities, please refer to the job description provided.

Key selection criteria

Qualifications

- A master's degree in a relevant field such as human resources or business

Knowledge and experience

- At least 12 years of experience in human resources management within private, public, or non-governmental sectors, with at least 5 years of experience operating at a senior level
- Learning & development experience
- Knowledge and experience in employment law, compensation, performance management, recruitment, employee relations, safety, employee engagement, and development
- Significant experience in providing advice on complex employee relations issues, and in development of human resources policies

Essential skills

- Excellent leadership, change management and staff management skills
- Ability to influence and drive change across a diverse stakeholder base
- Ability to take initiative, motivate, inspire and promote teamwork
- A collaborative, inclusive and solutions-focused mindset
- Self-management skills
- Political awareness

- Experience working in the Pacific region is desirable

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment
- Demonstrated ability to develop effective working partnerships and proven interpersonal, mediation and consultation skills

Salary, terms and conditions

Contract Duration – 3 years

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – The **Human Resources Manager** is a Band 12 position in SPC's 2021 salary scale, with a starting salary range of 3,478–4,348 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,504–13,130 (USD 4,835–6,043; EUR 4,266–5,333). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**.

Applicants will be assured of complete confidentiality in line with SPC's Privacy Policy.

Application procedure

Closing Date – 13 May 2021 at 11:45pm Fiji time

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to the Fijian Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. What do you believe to be the key human resource challenges in Pacific Island countries and territories for international development organisations?
2. How have you managed organisational change during the current COVID-19 pandemic and share some of your key lessons learned throughout this experience.
3. What were some of your biggest challenges in leading, developing and managing a generalist HR team, and how did you deal with those challenges.