

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Human Resources Officer - Recruitment** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

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 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, 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 – the **HR Officer - Recruitment** will aim at ensuring a high-quality and effective recruitment service is being continuously delivered. In collaboration with the HR Advisor (Recruitment) in Noumea, the role will be responsible for answering to resourcing requirements by providing staffing solutions across all SPC. This includes but may not be limited to managing the end-to-end recruitment cycle for recruitments based in SPC offices (headquarters and regional) as well as broader SPC Country & Territory members, finding recruitment solutions and administering the recruitment activities back office.

The key responsibilities of the role include the following:

PAL Recruitment Management

- Manage the end-to-end recruitment cycle for all local recruitment assignments (except Fiji).
- Advise hiring managers on the most effective sourcing strategies for local roles.
- Provide guidance to hiring managers on the requirements of the job descriptions.
- Ensure roles are properly evaluated and aligned to the relevant remuneration and benefit package.
- Train, guide and support hiring managers to effectively utilise the recruitment system.
- Keep track and report on the recruitment process for local positions, provide the relevant parties with information and advice on recruitment policy and processes.
- Monitor applications until closing date, produce a shortlist based on key selection criteria and present shortlist to hiring managers.
- Advise and guide selection panels during the selection and interview process.
- After consultation with the hiring manager, determine the appropriate salary level.
- Prepare and issue employment offers for local staff and verify the terms and conditions of service.

Recruitment activities and back-office support

- Could manage from time to time the end-to-end recruitment cycle for international recruitment assignments.
- Support the HR Advisor (Recruitment) - Noumea, in the end-to-end management of the PAI recruitment cycle.
- Maintain and manage the Noumea recruitment network folder.
- Collect all data needed to prepare KPIs and metrics reports.
- Manage all invoices linked to the Recruitment Team Activities and ensure costs are precisely recorded.
- Ensure a high-quality customer service is being delivered to hiring managers, panel members and applicants.

HR projects and deliverables

- In collaboration with the HR certified job evaluators, size and evaluate roles after ensuring the descriptions are coherent and duties are well encapsulated.
- Support the whole HR Team with integrated initiatives and key projects across all locations.

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

Key selection criteria

Qualifications

- A bachelor's degree in human resource management or international business administration.

Technical expertise

- 4 - 5 years of human resources experience, with a strong focus on recruitment.
- Ability to apply human resources rules and regulations in a fair and consistent manner.
- Ability to manage the recruitment of multiple positions at any given time with varying deadlines and timeframes.
- Ability to facilitate and conduct interviews.
- Excellent computer skills and proficiency in the use of MS Word, Excel and Power Point.
- Excellent time management skills and organisational skills.
- Ability to liaise with staff at all levels of the organisation.

Language skills

- Excellent verbal and written communication skills for effective communication both in French and in English.

Interpersonal skills and cultural awareness

- Proven ability to work independently and as part of a team in a fast-paced and multicultural environment.
- Strong interpersonal skills and an ability to work with a wide range of individuals.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 31 March 2026 and is subject to renewal depending on funding and performance.

Remuneration – the **HR Officer - Recruitment** is a band 8 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 2,912-3,544 per month, which converts to approximately XPF 441,094-536,787 (USD 3,902-4,748; EUR 3,696-4,498). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. 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 private policy.

Application procedure

Closing date: 1 October 2023 – 11:00 pm (Noumea time)

Job Reference: SH000338

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

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2.000 characters per question):

1. List the main advertising medium you have used in the past. What are their pros and cons in using such?
2. Briefly outline what your experience is in conducting international recruitment assignments?
3. What are the three most important recruitment principles in your view? Explain why.