



**S A M O A F I R E A N D E M E R G E N C Y
S E R V I C E S A U T H O R I T Y**

Position Description

Position Title	Human Resource Officer
Salary	\$27,559.00 p.a. (SAT)
Risk Allowance	\$800.00 p.a (SAT)
Department	Corporate Services
Division	Human Resources
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to	Principal HR Officer, Manager: Corporate Service
Internal relationships	Office of the Commissioner, Fire Suppression & Emergency Response Department, Fire Safety Department and Other Corporate Services Division. SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none">• Other Government Ministries• Public

Position Objectives:

1. To provide a comprehensive day-to-day administrative support to the Manager of Corporate Services and HR Division in with the development of SFESA staff, compiling and maintaining personnel records, ensure accurate data pertaining to the employment of all employees and human resource related policies;

Position Duties and Responsibilities:

1. Human Resource Information System

- Provide support such as preparing correspondences, templates/forms and reports, arranging meetings, processing confidential reports and documents, filing electronic and hard copies, and tracking deadlines;
- Maintain new employees onto the GoPayroll System
- Assist in compiling of Payroll Timesheets for staff payroll
- Assist in managing of sensitive and confidential matters such as employee relations; Organizational changes, and protecting the security of information, personal data and files for SFESA staff;
- Maintain and Update records of employee entitlements (including Annual Leave, Sick Leave and others) as well as their attendance;
- Keep all leave cards updated and consistent with the fortnightly update of entitlements to the Manager: Corporate Services and the Executive;
- Maintain Training Database for all staff who are attending both local and overseas meetings, seminars and workshops;
- Perform other duties and specified tasks given by Manager of Corporate Services from time to time.

2. Relationship Management

- To facilitate employee inquiries regarding policies, procedures, and programs related to employment terms and conditions and other relevant regulations;
- Coordinate staff training programs and required resources as approved including the promotion of high performance culture, team building and leadership;
- Interact with and supply information to employees, and job applicants with regards to entitlements and any other relevant information for public knowledge except for confidential matters;

- Assist with reports for each individual staff member on punctuality, behavior, discipline and other as required from time to time;
- Assist in providing advice for employees and managers regarding policies, procedures and corporate agreements, applications, leave management / benefit administration, and HR procedures/policies.
- Regularly monitor and maintain the daily attendance record throughout all stations.
- Assist with other Corporate Services functions as required from time to time, especially during the payroll run.
- Assist with other Corporate Services functions as required from time to time, especially special operations and major arrangements

3. Recruitment & New Staff Members

- Assist the Manager of Corporate Services and HR Division to ensure a smooth recruitment and selection process including background and reference checks and the preparation of correspondences with panel members for interviews and letters of employment confirmations;
- Prepare and post job advertisements, assist in applications and arrange interviews; ensure timely follow up with all candidates.
- Implement orientations for new employee to foster positive attitude toward Authority goals;
- Coordinate new staff relocation issues, accommodations, and reimbursements.

Experience Requirements

- At least 3 years working experience in a similar role;
- Manage service requests and take prompt appropriate action in a timely and accurate manner;
- Understanding of organization, operating procedures, and policies related to the human resource area;
- Able to motivate individuals in achieving goals and objectives;
- Sound knowledge of designing and delivering capability building process;
- Needs and situations.
- Able to establish and maintain healthy working relationships with people in course of work.

Skills and Abilities

- Ability to research, evaluate and analyze new recruitment techniques, methods, and procedures;

- Ability to conduct Job Evaluation and Analysis, Performance Appraisal process;
- Able to work alone on a broad variety of projects;
- Able to exercise effective judgment, sensitivity, and creativity to cater for changing
- Proficient in using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, etc., to produce correspondence and documents, and maintain presentations, spreadsheets and databases;
- Demonstrated ability to speak, write and read both Samoan and English language;

Personal Attributes

- Maintain strict confidentiality in performing duties of the HR Administrator;
- Must be honest and trustworthy;
- Must be respectful;
- Possess cultural awareness and sensitivity;
- Flexible;
- Demonstrate sound work ethics as HR Administrator.
- Valid Samoan Driver's License.

Education & Qualification

- Formally recognized Degree level qualification or equivalent in Human Resources or Management or a relevant study field from an accredited learning institution;