



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

<b>POSITION TITLE:</b>	HR OFFICER (Workforce Planning)
<b>MINISTRY:</b>	Finance and Treasury (MoFT)
<b>DIVISION:</b> Corporate Services	<b>DUTY STATION:</b> Honiara
<b>POSITION NUMBER (HRMIS):</b> 273-10027	<b>MINISTRY VACANCY NUMBER:</b>
<b>POSITION LEVEL:</b> L6/7	<b>SALARY RANGE:</b> \$40,148.34 - \$54,201.70
<b>THIS POSITION REPORTS TO:</b>	Senior HR Workforce Planning
<b>POSITIONS SUPERVISED:</b>	Nil

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the Public Service.

The MoFT Corporate Services Support Division manages the Ministry's Corporate Planning, Human Resource Management, Secretarial Services, Central Tender Board, Procurement and Asset Management services.

The HR Officer will contribute to the corporate functions and objectives by assisting with the coordination of the Ministry's recruitment and selection processes and other workforce planning activities.

### SECTION C - KEY DUTIES

**This position is required to undertake the following duties:**

1. Assist with the management of the merit-based recruitment process; ensure the timely filling of vacancies and quality of documentation in line with Ministry of Public Service Recruitment and Selection Guidelines.
2. Assist with providing advice and panel member training to improve the quality and timeliness of the Ministry's merit-based recruitment processes.
3. Assist with the job analysis process and drafting of job descriptions.
4. Maintain and update the MoFT's vacancy status report for the monitoring and reporting of the Ministry's recruitment and selection processes.

5. Assist with the management of electronic and hard copy filing of the Ministry's Job Descriptions.
6. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

**The incumbent of this position will have their performance assessed according to following key deliverables:**

1. Merit-based recruitment processes are managed efficiently; vacancies are filled quickly (3Months) and all documentation is completed as per the MPS Guidelines.
2. Quantity and quality of advice and training provided to panel members and other relevant staff.
3. Quantity and quality of assistance provided with completing job analysis and job description processes.
4. Efficient and effective reporting on MoFT vacancy status report available for HR management team.
5. Electronic and hard copy files of approved/updated Job Descriptions are maintained efficiently.
6. Completion of other duties assigned by management.
7. 100% attendance and compliance with Code of Conduct.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Certificate in Business Administration, Management or Human Resource Management or 1 -2 years previous experience in similar role.

### **Desirable Qualifications**

- Post-secondary courses or studies in administration.

### **Capabilities Required**

- Ability to learn and apply legislation, policies and procedures and complete contemporary human resource management functions and administration processes.
- Ability to be creative and not be afraid to introduce new initiatives and build on new ideas; actively looks for new ways of working to improve work processes.



## SECTION F - KEY SELECTION CRITERIA

**Suitability for this position will be assessed against the following key criteria:**

**KSC1:** Knowledge of Public Sector Human Resource Management policies, laws, regulations, or demonstrated ability to quickly learn and apply relevant laws, regulations and policies.

**KSC2:** Previous experience working in an administration role.

**KSC3:** High standard of written and verbal communication skills including ability to prepare written correspondence and engage effectively with internal and external stakeholders.

**KSC4:** Advanced IT skills in Microsoft Office Applications.

**KSC5:** Demonstrated ability to work effectively within a team environment.

**KSC6:** Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct.

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,544.17 - \$2,084.68

Annual Salary: \$40,148.34 - \$54,201.70

Annual Leave entitlement: As per Public Services Policy

Other Conditions of Service relevant to this position:

- A Housing Allowance or access to the Public Service Rental Scheme
- B Other standard leave entitlements outlined in the General Orders for SIG Public Servants.

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

19/2  
.....  
**Date Approved**

*Additional Comments:*

Approved