



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY:** Ministry of Justice and Legal Affairs

**DIVISION/SECTION:** Human Resource Management Unit

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 292-00220

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Senior Admin Officer-HR

**POSITION LEVEL:** Level 7/8

**SALARY RANGE:** \$ 1,904.05 - \$ 2,368.23

**THIS POSITION REPORTS TO:** PAO, CAO and Human Resource Manager.

**THIS POSITION SUPERVISES:** Assistant Admin Officer, Clerical Officer

### SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Human Resource Management Unit supports the Ministry of Justice and Legal Affairs by delivering, right people with right Jobs at the right time focus on delivering quality service.

This position will contribute to the corporate functions and objectives of this Ministry by assisting the Human Resource Management Unit by providing support to the PAO, CAO and Human Resource Manager in efficiently deliver HR support.

### SECTION C – KEY DUTIES

#### 1. EXECUTIVE MANAGEMENT

- Advice to the management team on HR matters.
- Give update information to the executive management on areas of concern with HR

## **2. HUMAN RESOURCE MANAGEMENT**

- Support the execution of HR programs, including recruitment, onboarding, performance management, and training.
- Coordinate HR administrative processes such as maintaining employee records, processing employment contracts, and updating HR databases.
- Assist with the development, review, and implementation of HR policies, procedures, and guidelines.
- Provide advice and first-line support to staff on HR-related queries and organizational policies.
- Coordinate and participate in recruitment exercises, including advertisement preparation, interview scheduling, and processing employment offers.
- Support employee engagement initiatives and welfare programs.
- Prepare HR reports, analytics, and presentations for management decision-making upon delegation of supervisor
- Ensure compliance with labor laws, organizational policies, and external reporting requirements.
- Supervise and mentor HR administrative support staff.
- Assist in coordinate training sessions, induction programs, and capacity-building workshops.
- Manage sensitive and confidential information with professionalism and discretion.
- Maintain centralized HR information systems (HRIS) for accurate and up-to-date employee data.
- Compile and submit monthly and quarterly workforce reports (headcount, leave, attrition, recruitment status, etc.).
- Facilitate orientation programs for new Corporate Services employees.

## **3. WORKFORCE PLANNING**

- Support CAO HR and HRM in analyzing staffing needs and coordinating the recruitment, placement, and movement of staff across departments.

## **4. OHA & w**

Assist with the development of the ministry of OHS & environment

- Identify and facilitate resources needed
- Report any areas of concern
- Ensure that non-established staff understand the importance of and need for OHS & W

## **5. CAPACITY BUILDING**

Take responsible for building own skills and knowledge and work towards a career pathway

- Actively participate in recommended training

- Work to develop the skills of non-established workers
- counselling of non-establish workers

## **6. SECTOR STRENGTHENING & REFORM**

Foresight for future direction

- Should be able to differentiate opportunities and weaknesses of the ministry
- Able to have discussion on improvement particularly on the payroll process and issues affecting non-establish staff.

## **SECTION D- KEY DELIVERABLES**

1. Successful recruitment processes
2. Accurate Employee Records Management and confidential maintain
3. Effective HR Policy Implementation and Compliance
4. Performance Management Support
5. Training and Development Coordination
6. HR Reporting
7. Employee Relations Support
8. Payroll Support
9. Welfare and Engagement Activities

## **SECTION E- QUALIFICATIONS**

### **QUALIFICATION**

- Bachelor's degree in Human Resources Management, Business Administration, or a related field.

### **EXPERIENCE**

- Minimum of five years' experience in HR administration or HR operations, with supervisory experience preferred
- Strong understanding of HR processes, employment law, and HR best practices.
- Experience in managing people; planning, setting goals and reporting
- Experience in using a Microsoft word and excel
- Proven experience in producing both financial and written reports
- Strong team work experience
- Experience in working with a data base

### **SKILLS**

- Problem Solving – decision making
- Communication – oral and written

- Negotiation
- Capacity Building
- Time Management
- Customer Service
- Numeracy skills
- Report writing

**SECTION F- KEY SELECTION CRITERIA**

- KSC 1** Proven work experience in a commercial or government Administration environment
- KSC 2** Be able to demonstrate some experience in front line management
- KSC 3** Be able to show evidence of 'hands-on' HR and administration
- KSC 4** Experiences in working as part of a team; setting goals and achieving them
- KSC 5** Proven experience in producing financial reports
- KSC 6** Good research and problem-solving skills

**SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$ 1,904.05 - \$ 2,368.23      **Annual Salary:** \$ 49,505.29 - \$ 61,574.10

**Annual Leave entitlement:** 28 days per annum

**Housing Allowance:** Payable 10% of the Basic Salary if no Housing is provided

**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:*

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**Permanent Secretary/Responsible Officer**

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**Date Approved**

*Additional Comments:*