

Human Resource Officer (HR)

Position Description

Reporting to:	Human Resource Coordinator	Work location:	Port Vila
Department:	Support Services	Budget holder:	No
Team:	NA	Direct reports:	No

Role Purpose

Under the supervision of the Human Resource Coordinator, the HR Officer will provide operational support to the Human Resources Coordinator as required including implementation of policies & processes, administration, liaison with government & other partners. The role requires professionalism good organisational, planning skills and attention to detail with an ability to work confidentially and appropriately with others across a team and the overall organisation.

Key Areas of Accountability

Role requirements

General Human Resource- Support Human Resource Coordinator in various functions such as:

Recruitment:

- Support arrangement of job adverts with advert suppliers & media circulation, posting in Port Vila and the Field offices (in coordination with Field Office Managers or field Admin officers)
- Support with all recruitment stages including, new staff contracts and current Staff contract renewals. Including volunteers and casual staffs.
- Coordination of interviews schedules including preparation of interview schedule including liaison with Field offices as required;
- Follow up with Hiring Manages new staff induction schedule with department heads and support as needed – with the new starter to ensure induction is completed
- Maintain the confidential employee/casual/consultant/volunteer files (soft/hard) of Save the Children in Vanuatu.

HR Database monitoring:

- Assist HR Coordinator to record and maintain leave balances in accordance with Save the Children Vanuatu's leave policies. Ensure leave accruals are updated at the end of every month and shared with Line Managers
- Monitoring daily staff whereabouts, staff leaves, ensure communicate to all staffs and update leave database daily.
- Effectively communicate and distribute HR related documents, notices and organisation's announcements through meetings/emails including, reminders and ensure they are provided on time as requested.
- Collection and registration of applicant's CV's (Port Vila and Field Offices)
- Support HR Coordinator with providing MO with PSEAH & CSG tracker monthly including headcounts updates

International Travel, Visa and Accommodation:

- Coordinate international travels for all staff and visitors as requested, including flight and accommodation arrangements as per Save the Children Vanuatu policies and procedures including regular coordination with Air Vanuatu and other travel agents and hotels.
- Arrange transportation for airport pickups and drop offs or liaise with hotel for airport transfers if requested for international visitors
- Update the travel log sheet for international staffs including consultants and national staffs international travel movements
- Coordinate visas for international staff including consultants and for national staff travelling overseas and ensure visas are processed and received in a timely manner including renewal of visas for international staffs.
- Support HR payment errands as Police Clearance and Visa application payments and follow ups.
- Ensure visa information tracking sheet is updated periodically

Finance

- Assist with fortnightly payrolls
- In consultation with Finance team, respond to payroll queries from staff
- Responsible dissemination of payslips fortnightly
- Prepare casual/volunteers timesheets/timelogs as required

OTHER RESPONSIBILITIES:

- To proactively participate in the Performance reviews including end of probation, mid-year review and end-of-year review
- Engage in emergency preparedness, assist in any emergency response as required.

Health, Safety, Security and Risk Management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, always acting in the best interests of children
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Always maintain a safe and positive relationship when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

knowledge or experience

- Minimum diploma and/or vocational training in Business Administration and / or minimum relevant work experience, preferably in Human Resource and Administration with an International Non-Government Organization (INGO);
- Excellent communication skills in Bislama and good in English;
- Ability to ensure the implementation of Human Resource processes are adhere to;
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines ;
- Demonstrated ability to take direction and to work as part of a team;
- Demonstrated experience in following standard policies, procedures, and processes.
- Demonstrated honesty, confidentiality, reliable and trustworthy.
- A willingness to adhere to Save the Children Child Safeguarding & Child Protection policies.
- Very good in Microsoft Office with knowledge in Microsoft Word and Excel.
- Commitment to self-learning, development, and continuous improvement

Driver's Licence: Desirable
Working with Children Check: Required
Classification Level:

Travel: Not required
Assets: Laptop