

RESERVE BANK OF FIJI



EMPLOYMENT OPPORTUNITY

The **Reserve Bank of Fiji** is an Equal Employment Opportunity (EEO) Employer and promotes Quality Management through Teamwork (QMT) and related productivity concepts of continuous improvement, team building and customer focus. Our role is to regulate the issue of currency, and the supply availability and international exchange of money; promote monetary stability, promote a sound financial structure, foster credit and exchange conditions conducive to the orderly and balanced economic development of the country, to regular the insurance industry and to regulate the capital markets and securities industry.

We are seeking the services of an experienced individual who will be able to work as part of a dynamic Team within the Human Resource Unit and invite applications for the following position.

HUMAN RESOURCES OFFICER

CATEGORY 4A SALARY RANGE: \$36,501 - \$49,383

Ref. No: 22/19

This position reports directly to Manager Human Resources in the Currency & Corporate Services Group.

The successful candidate should have a strong technical background in all core Human Resource functions of the Bank with a strong focus on Occupational Health and Safety, Training and Development, Labour Management Consultative Committee, Human Resource Business Partnering with all groups, Human Resource Policy Review, Recruitment and Selection and administration. The role requires a sound understanding of all local labour laws and statutory obligations required under the Employment Relations Act.

The candidate should be a highly motivated professional with good relationship management experience and who is capable of embracing change and developing innovative solutions.

The key attributes include:

- Driving change through HR process improvement initiatives;
- Ability to work unsupervised with tight deadlines and produce high quality work;
- Ability to critically analyse, accurately interpret and report information;
- Well-developed written and verbal communication skills;
- Strategic thinker and solution focused;
- Strong customer service skills;
- Strong presentation skills;
- High attention to detail; and
- Good business acumen and the ability to make sound judgement.

Experience with the Pay Global Human Resource Information System and Moodle would be an added advantage.

Candidates must possess at least a Bachelor's Degree in Human Resource Management or any related discipline with 3-5 year's experience in a similar role. The completion of Occupational Health and Safety modules would be an added advantage. Proficiency in Microsoft applications and interpersonal skills are desirable.

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GENERAL INFORMATION

Applications must be submitted using the Reserve Bank online application form which is available on our website, <https://www.rbf.gov.fj/careers/>. All application letters are to be addressed with the *Position Title* and the *Reference Number* to:

CONFIDENTIAL

**The Governor
Reserve Bank of Fiji
SUVA**

For further information, please contact Ms Sukhia Go, Manager Human Resources on telephone 3223228 or email sukhia@rbf.gov.fj

Hardcopy applications will not be accepted.

Applications close on Friday 7 October 2022 at 5:00pm.