



Position Title	Manager Human Resources, Learning and Development
Supervisor/Manager	Chief Executive Officer
Reviewed Date	November 2018
Reviewed By	

(a) Prime Function/Purpose of Job

The Manager Human Resources, Learning and Development will have a strategic outlook and will be responsible in leading the human resources, people engagement and capability development.

(b) Principal Objectives and End Results expected of the job

- Formulating, drafting and reviewing of all Human Resources documents (Policy and Procedures) to ensure that they are promulgated and maintained in accordance with the ERA 2007, MSAF Act 2009, ISO standards and the Public Enterprise Act.
- Lead and manage the day to day strategic and functional human resources function to achieve MSAF’s strategic goals and vision.
- Participate in the development of MSAF’s strategic plan and business plans regarding strategic talent management and development initiatives.
- Evaluate and make recommendations on strategic issues and policies to support organisational development initiatives.
- Drive human resources transformation and technology.
- Participate in HR related workshops and conferences, Occupational Health and Safety and Labour.
- Develop and implement human resources strategies, workforce planning, policies and practices by identifying HR department accountabilities including talent acquisitions, staffing, employment processing, remuneration and compensations, health and welfare benefits.
- Develop organizational strategies, by identifying, evaluated and resolving human resources issues.
- Review of HR Policies and internal awareness.
- Develop a practicable succession plan.
- Review all HR related documents.
- Formulate and review MSAF Corporate Documents including organisation strategic documents and Costed Operational plans.
- Manage the recruitment and selection processes with the team and department heads.
- Provide counselling and carry out disciplinary matters such as warning letters.
- Ensure awareness on ERA, OHS, LMCC, etc. and all other labour legislation.
- Develop communication strategy.

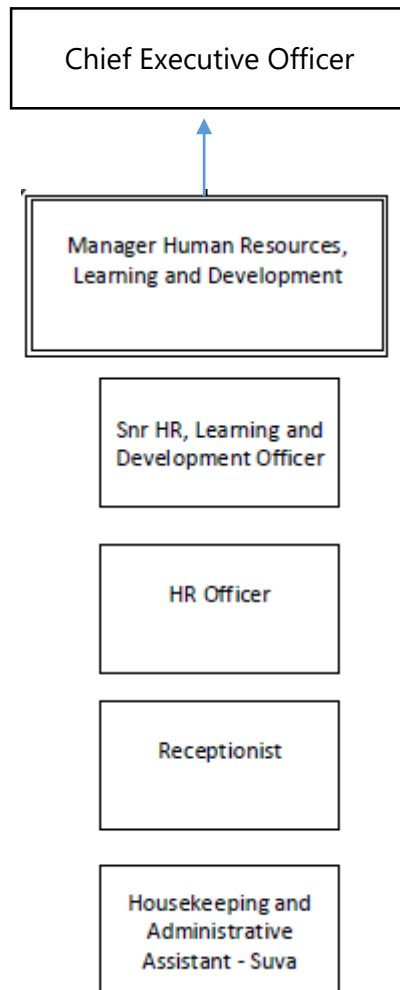
Document:	Revision:	Issue Date:	Approved by:
Job Description	01	29/08/2019	CEO



(c) Job Dimensions

Number of Staff: 5(inclusion of T/T)
 Operating Budget: As per Annual HR Budget

(d) Organization Structure



(e) Knowledge, Experience, Skills and Attributes Required

The following are considered essential:

- A Bachelor’s Degree in Human Resources and Employment/Industrial Relations or a closely related field (such as Public Administration, Management, Psychology, Business)

Document:	Revision:	Issue Date:	Approved by:
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- A minimum of 6 to 7 years of experience in the Human Resources field with management experience. Must have experience in leading teams, advisor to the management team;
- Sound knowledge of Human Resources, Employment Relations and related disciplines;
- Proven ability to perform effectively in a multi-disciplinary team which includes and technical and non-technical teams.
- Proven ability to mediate staff issues or issues between staff.
- An able and effective written and oral communicator along with having exceptional interpersonal skills.
 - High computer literacy.

The following are considered desirable:

- Master’s Degree in Human Resource Management, Business Administration, Business and/or

Industrial Relations or a closely related field with 5 or more years of HR management experience;

- Training and Experience in negotiation;
- High interpersonal skills

(f) Span of Control

- i) Organizational wide.
- ii) Responsible for the design, development, promulgation and review of:
 - MSAF HR Policies
 - MSAF HR Procedures
 - MSAF HR Forms and Documents
 - MSAF HR Leave Plan
 - MSAF Training Plan
 - MSAF Succession Plan
 - MSAF OHS Plan
 - MSAF OHS Manual

Document:	Revision:	Issue Date:	Approved by:
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(g) MSAF Levels and Freedom of Action

- i) HR support/advice given to CEO, MSC, MSCR, MQL, MF, LRAO, QAO
- ii) ii) HR support/advice given to all Staff

The inability of staff to apply HR policies and procedures along with the staff not appreciating HR policies and procedures. This despite the many workshops and awareness/induction programs that team HR runs

(h) Problem Solving

- i) When considering amendments to the Human Resource Policies and Procedures, the national policies/legislations must be borne in mind. There has to be meticulous application of these legislations to reflect in the MSAF policies and procedures.
- ii) A lot of research must be done in situations where there are allegations of breach of discipline. This must be done objectively and with level headedness as there is always the penchant to act on “first impressions”. Once issues are thoroughly researched could recommendations be made iii) when disciplinary actions occur, there must be careful adherence to the MSAF HR polices. The rights of the employee along with the values of MSAF and the integrity of MSAF must be maintained.
- iii) Decisions need to be made which are in harmony with the HR polices and not outside the scope of the polices.
- v) When dealing with staff matters there is always subjective matters involved and most often than not staff will try to sway matters to suit their objectives, especially when it comes to the disciplinary matters

(i) Contacts

Ministry of Labour	Employee Relations matters	As and when required
Fiji Human Resource Institute (FHRI)	Human Resource Support	As and when required

Document:	Revision:	Issue Date:	Approved by:
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Public Service Commission (PSC)	Human Resource Development/Training Support	As and when required
Training vendors	Training assistance	As and when required
Legal Providers	Litigation assistance	As and when required.
A/CEO	Strategic Direction and sign offs	Daily basis
Management Committee	HR/ Management matters	Daily basis
Staff	Human Resource advice	Daily basis

(j) Challenges and Impact on Organization Results

- i) The Vision of MSAF is to be a dynamic, internationally respected regulator, provider and promoter of maritime safety, and marine environment protection.
- ii) The challenges to Manager Human Resource is:
 - In ensuring that Management and Staff operate in conformity of the HR provisions (ERP 2007) and in conformance with documented policies, processes and procedures;
 - In ensuring that MSAF operates in line with HR policies and procedures and also in line with ERP 2007.
 - In ensuring that staff are conversant with the HR policies and procedures and that there is regular refreshers training on these.
 - HR functions are dynamic as these change over time. The challenge is to be “current” in all the policies and procedures
 - Staff perceptions are very critical tool in terms of the measure of HR services. Communication and constant liaison/contact is very critical.
 - Managing Human Resources deals with the human factor. The emotions and sentiments expressed need to be clearly demarcated from the subjectivity as this will allow for an objective assessment of situations. However empathy that needs to exercise as this is also critical factor. This balance needs to be achieved

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(k) Additional Information Relevant to the Position

- i) The incumbent would be required to assist other departments in terms of HR matters by attending regular meetings and communicating regularly with Heads of Departments.
- ii) The incumbent will assist all Departments achieve the strategic targets.
- iii) The incumbent will lead a dynamic team that will engaged in almost all facets of MSAF operations.
- iv) This team will foster MSAF family values and nurture staff enabling them to perform to the best of their abilities

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