



**S A M O A F I R E A N D E M E R G E N C Y
S E R V I C E S A U T H O R I T Y**

Position Description

Position Title	Senior Human Resource Management (HRM) Officer
Salary	\$38,397.00(SAT)
Division	Corporate Services
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to	Principal HR Officer, Manager, Corporate Service
Internal relationships	Office of the Commissioner, Fire Suppression and Emergency Response Department, Fire Safety and Preventions Department SFESA staff

External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none">• Other Government Ministries• Public
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Position Objectives:

To provide a comprehensive day-to-day administrative support to the Manager of Corporate Services and HR Division with the management of SFESA staff, compiling and maintaining personnel records, ensure accurate data pertaining to the employment of all employees and effective administration of human resource related policies;

Position Duties and Responsibilities:

1. Human Resource Information System

- Provide general administrative support such as preparing correspondence, templates/forms and reports, arranging meetings, processing confidential reports and documents, filing electronic and hard copies, and tracking deadlines;
- Monitor employee and recruitment records, personal files, correspondence, reports, employee directory and organization charts;
- Prepare paperwork to create new employee personal files and payroll placement;
- Manage sensitive and confidential matters such as employee relations; Organizational changes, and protecting the security of information, personal data and files for SFESA staff;
- Monitor accurate records of employee entitlements (including Annual Leave, Sick Leave and others) as well as their attendance;
- Assist the HR Division in preparation and monitoring of the Corporate Plan;
- Assist with the preparation of the Authority's Annual Reports;
- Assist with the implementation and monitoring of the Performance Appraisal process;
- Assist with the implementation and monitoring of the Performance Management System;
- Perform other specified task given by Manager of Corporate Services from time to time.

2. Relationship Management

- To facilitate employee inquiries regarding policies, procedures, and programs related to employment terms and conditions and other relevant regulations;
- Interact with and supply information to employees, and job applicants with regards to entitlements and any other relevant information for public knowledge except for confidential matters;
- Provide weekly reports for executive on each individual staff member on punctuality, behavior, discipline and other, required from time to time;
- Interpret, assist and advise employees and managers regarding policies, procedures and corporate agreements, applications, leave management / benefit administration, and HR procedures/policies.
- Conduct research and provide recommendation on organizational and space planning
- Assist with procurement of staff uniforms on an annual basis.
- Assist with other Corporate Services functions when required from time to time, especially during the payroll run.

Knowledge and Experience

- At least 5 years working experience in a similar role;
- Manage service requests and take prompt appropriate action in a timely and accurate manner;
- Understanding of organization, operating procedures, and policies related to the human resource area;
- Ability to research, evaluate and analyze new recruitment techniques, methods, and procedures;
- Ability to conduct Job Evaluation and Analysis, Performance Appraisal process;
- Able to exercise effective judgment, sensitivity, and creativity to cater for changing needs and situations.
- Able to establish and maintain healthy working relationships with people in course of work.

Skills and Abilities

- Proficient in using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, etc., to produce correspondence and documents, and maintain presentations, spreadsheets and databases;
- Demonstrated ability to speak, write and read both Samoan and English language;
- Excellent Report Writing Skills in both Samoan and English languages

Personal Attributes

- Valid Samoan Driver's License.
- Able to motivate individuals in achieving goals and objectives;
- Maintain strict confidentiality in performing duties of the Senior HRM Officer
- Must be honest, respectful and trustworthy;
- Possess cultural awareness and sensitivity;
- Flexible;
- Demonstrate sound work ethics as HR Administrator.

Education & Qualification

- Formally recognized Degree level qualification in Human Resources or Management or a relevant study field from an accredited learning institution;