



National University of Vanuatu

Job Description and Specification



Job Title	Human Resources Officer (HRO)
Reporting To	Manager Human Resources (MHR)
Work closely with	MHR, HR Officer
Job Purpose	Assist the HR Manager in the effective administration of the National University of Vanuatu (NUV) HR functions on the main campus and the School of Education (SoE) and other NUV campuses
Position Summary	The position addresses several key areas such as general HR support and administration, communications and co-ordination, Human Resources Development, HR Information Systems (HRIS), HR Policies, Systems, Processes and Staff Regulations, HR Advisory and Support and capacity building. Reporting on HR matters.
Key Responsibilities – Detailed Listing	• The officer will have to become knowledgeable and familiar with NUV's strategic directions, mission, structure, and HR regulations. • Coordinate his/her work plan with the HR Manager and assistants. • Ensure that all relevant personal files are accurately documented and managed, safe and remain confidential at all times and all relevant records are updated and maintained. • Attend to the administration requirements for the HR section including other office matters. • Provide regular updates to MHR and Team on the status of the HR processes. • Ensure all staff are aware of HR policies and processes and all other essential employment issues. • Provide timely advice and information to Finance department and all staff on payroll and on Leave requirements/updates. • Communicate all critical and relevant HR information to staff. • Ensure all essential information on the HR database are well maintained and updated and regular briefings and programmes are co-ordinated and carried out for staff information. • Assess all HR claims and attend to queries from staff. • Contribute to the development and review, as well as the implementation of HR policies, systems and processes across the University. • Review, process and provide relevant advice on all staff claims and entitlements in accordance with the Staff Regulations.

	• Ensure all HR processes are in compliance with Vanuatu laws, regulations and standards. • Other: ○ Assist with Secretarial tasks with regards to the NUV HR Committee ○ Serve in the NUV Management Committee and participate in regular NUV meetings ○ Inform NUV staff on key HR issues ○ Ensure effective management of conflict and grievances. ○ Assist the HR Manager in producing regularly update reports on HR matters at the request of Senior Management
Critical Competencies	1. Work in a professional manner, with occupational knowledge, safety, accountability and adaptability 2. Strive for excellence, with communication, respect, inclusiveness and teamwork 3. Contribute to NUV's development, with innovation, leadership and quality focus
Qualifications & Required Experience	A Degree or Diploma in Human Resources/Management/Business Administration/ Industrial Relations or relevant discipline from a recognized university or Institution At least 3 years experience in Human Resources /Business Management operations
Special Skills	➤ In-depth knowledge and experience in HR policies, systems and processes including strong analytical work and understanding and appreciation of organisational policies, systems, processes and databases ➤ Excellent organisational and planning skills with demonstrated ability to exercise good sense of judgement, diplomacy and tact in dealing with diverse sensitive situations and information ➤ Good knowledge of current and emerging Human Resources issues and challenges as well as sound understanding and appreciation of work ethics, values and priorities ➤ Computer competence in software packages: Microsoft Word, Excel, PowerPoint and any other software as needed ➤ Demonstrated the ability to motivate and promote collaboration among diverse team and team members. ➤ Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and requirements. ➤ People oriented, inclusion oriented and results driven

	➤ Excellent written, oral and interpersonal skills, high level of presentation and networking with diverse stakeholders within a multi-disciplinary and multi-cultural team environment.
Language	Fluent in English, French and Bislama. Preference will be given to bilingual/multilingual candidates
Terms and Conditions of Employment	Three-year local contract Annual salary range: VT1.8M to 2M + 25 % Benefits depending on qualifications and experience