



## **SENIOR HUMAN RESOURCES OFFICER [LAUTOKA]**

Challenge Group is a highly diversified group with business interests in large property holdings and development, vehicle importing and trading, heavy machinery and equipment hire. The group is seeking a highly motivated and proactive Human Resources (HR) Officer to be based at our Head Office in Lautoka.

As the Senior HR Officer, you will be responsible for providing support and advice to Managers and staff for all aspects of the employment lifecycle within our group, developing a business partnership with Managers and understanding their operational areas.

### **Responsibilities**

Your responsibilities will include but not limited to:

- Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
- Liaising with a range of people involved in policy areas such as staff performance and health and safety;
- Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Maintaining employee records;
- Interpreting and advising on employment law;
- Dealing with grievances and assisting in implementing disciplinary procedures;
- Developing HR planning strategies for immediate and long-term staff requirements;
- Planning and sometimes delivering training - including inductions for new staff;
- Analysing training needs in conjunction with departmental managers.

### **Qualifications & Experience**

- Possess a HR qualification or at least 3 years of experience working in a related field
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labour laws and disciplinary procedures
- Have a high level of communication and administration skills
- Proficient in MS Office
- Work Hours: 8am to 5pm Mon-Fri and 8am-1pm on Saturdays

If you believe you are the right person for this role, please send your application together with detailed curriculum vitae and names of 2 referees no later than **Friday 16 March 2018** to: [challengelautoka@gmail.com](mailto:challengelautoka@gmail.com)