



Fiji Human Resources Institute

DEVELOPING THE NATION

Employment Opportunity

The Fiji Human Resources Institute (FHRI) is a professional institute initiated by a group of HR Professionals with a common vision to develop our nation's most valuable asset, **its people**. Ever since its inception in 2005, the institute has grown, with more members joining and more services provided to its members.

The Institute is seeking to recruit self-driven and dynamic individuals who have demonstrated some experience in carrying out strategic and operational obligations in the following positions:

1. OPERATIONS MANAGER

The Position:

The Operations Manager is answerable to the Executive Committee of the Fiji Human Resources Institute (FHRI Executive Committee) and will ensure that FHRI's vision and missions are achieved.

Key Responsibilities:

- Play a significant role in contributing to short and long-term organizational planning and strategy.
- Develop a calendar of activities, be a key member of the Subcommittees and play a pivotal role in ensuring that planned activities are carried out.
- Engage with members and ensure member satisfaction of FHRI services.
- Ensure relevant HR surveys are carried out and reports are prepared.
- Network with HR professionals and other FHRI stakeholders for new opportunities for FHRI.
- Continuous management of the relationship with Sponsors to ensure that expectations are met.
- Prepare reports of all activities carried out and present to the Executive Committee.
- Oversee overall financial management, planning, systems and controls.
- Ensure Australian Human Resources Institute (AHRI) and FHRI education programmes and services are provided in a smooth and efficient manner.
- Ensure proper documentation of all meetings and decisions by FHRI.
- Any other duties as directed by the FHRI Executive Committee.

Essential Attributes

- Degree in Human Resources, Management, Marketing, or any other relevant study
- Experience in project planning, event planning and operations management.
- Proficient computer skills especially in word, excel, powerpoint and web management
- An inquisitive mind with a willingness to learn and contribute to the team
- Great personality and proactive with high standards of customer service delivery
- Strong work ethic with a focus on accountability that ensures that the Excom delivers to its strategic plan

An attractive remuneration package will be offered to the successful candidates. All written applications and CV's should be emailed on info@fhri.org.fj by 16th February 2018. Telephone enquires may be directed to Sonam Krishneil on (679) 9993444.