

SAMOA WATER AUTHORITY

POSITION DESCRIPTION

Position Title:	Human Resource Officer
Salary Grade/Rate:	Grade 5 (\$27,109 - \$36,328 per annum)
Responsible to:	Team Leader – Human Resource Management
Division:	Corporate Management

Position Overview:

The incumbent is primarily responsible for providing assistance to ensure HR Unit's efficiency and effective coordination, facilitation and management of HR processes and procedural activities.

Duties & Responsibilities:

1. Work collaboratively with the Administration team in collating personnel records and other documentations pertaining to individual employees and file accordingly on a fortnightly basis.
2. Follow up and ensure personnel files are created for all new recruits at end of every month and report to Team Leader for necessary action.
3. Ensure regular update of our filing process and worksheet (manual / electronic) including the general application database; worksheet for graduate interns / students on work experience / casuals etc.
4. Facilitate logistics to ensure effectiveness of the following:
 - 4.1. Recruitment and selection process i.e. advice short-listed candidates; confirm venue etc.
 - 4.2. Staff Overseas Training & Trips – visa logistics etc.
 - 4.3. Induction and other Training Programme.
5. Conduct regular check and monitoring of divisional attendance register and provide report on any unethical behaviour as witnessed.
6. Work closely with divisional colleagues to ensure and encourage a healthy and safe working environment for all.
7. Provide advice on health and safety issues that needs attention.
8. Assist in verifying timesheets as required on every pay period and report on any incongruity noted.

Position Requirements:

1. Holds a Bachelor Degree in Management, Business Administration or related discipline. Some experience in HR field is an advantage.
2. Must uphold and promote excellent customer service, public relations and interpersonal skills.
3. Have excellent communication skills (oral & written) in Samoan and English.
4. Must have good organisational, time management and planning skills.
5. A team player, self-motivated, result oriented, can work with minimal supervision and values honesty and integrity.
6. Basic understanding of SWA policies and procedures.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by	_____	_____
Reviewed by	_____	_____
Verified by	_____	_____
Approved	_____ Managing Director	_____