

SAMOA WATER AUTHORITY

Position Description

Position Title:	Team Leader – Human Resource Management
Salary Grade/Rate:	Grade 7 S3 (\$45,109)
Responsible to:	Manager – Corporate Management.
Division:	Corporate Management.

Position Overview:

Ensures the efficient and effective management of all Human Resource needs, through proper planning, coordination and implementation of policies, procedures and HR practices to recruit, nurture and manage the employees of the Authority to achieve its mandated functions.

Duties & Responsibilities:

1. Facilitate the development, implementation, monitoring and review of the Employee Regulations and SWA Human Resource Management Policies & Procedures.
2. Provide sound advise on Employee Regulations and Human Resource Policies to assist Managers, team leaders and staff in all HR matters.
3. Assist the Management Team in the development, implementation and continuous review of a Workforce Plan for the Organisation.
4. Facilitate the effective and efficient implementation of the Recruitment and Selection programs and processes to meet Human Resource needs of the Authority.
5. Conduct employee induction and orientation programs including continuous awareness programs for the staff on HR policies and procedures.
6. Facilitate the implementation of the Performance Appraisal process to review performances of individual employees.
7. Develop and maintain an employee database to keep an accurate record of employee profiles and demography
8. Coordinate the development and implementation of a Capacity Building Action Plan to upgrade skills and knowledge of staff in all areas
9. Continuously advise on initiatives to improve the welfare of employees in line with office policies and procedures.
10. Contribute to the development, implementation monitoring and review of Divisional Plans.
11. Contribute to the development, implementation, monitoring and review of an annual output-based Divisional budget. Manage own operations in line with this budget.

12. Contribute to the overall effective management of the Division including active participation in, and reporting to Divisional meetings and represent the Division and SWA in external forums.

Position Requirements:

- Minimum qualification of a Bachelor Degree in Management or Business Administration.
- At least 3 years experience in any Human Resource Management or a related role.
- Must have excellent knowledge and skills in Policy formulation and administration.
- Good leadership and management capabilities including planning and organisational skills.
- Must uphold the utmost level of Integrity and Honesty.
- Well developed written and verbal communication skills in both Samoan and English.
- Must have the ability to continuously improve work methods, processes and systems.
- Must have a valid driver's licence (desirable)