

## **SAMOA QUALIFICATIONS AUTHORITY**

### **JOB DESCRIPTION**

**TITLE:** Principal Administration Human Resource Officer

**SALARY GRADING:** P1 \$52,903.00 p.a.

**DIVISION:** Corporate Services

**RESPONSIBLE TO:** ACEO Corporate Services

#### **PRIMARY OBJECTIVE:**

To provide and manage the implementation of the SQA Human Resource and Administrative functions to support the SQA staff in the implementation of SQA mandated functions on a sound, effective and efficient manner.

#### **DUTIES AND RESPONSIBILITIES:**

1. Lead and supervise the day-to-day operations of the Administration and Human Resources functions;
2. Coordinate and Monitor the recruitment and employment, personnel records, employee and/or labour relations, job evaluation, compensation management and benefits administration;
3. Coordinate and monitor the recruitment and selection process of SQA Staff and provide advice to the Executive Management Team when/as required from time to time;
4. Administer staff benefits and compensation in accordance with the SQA Terms and Conditions of Employment or employment contracts;
5. Coordinate and facilitate organisational development and training on HR Management policies and procedures;
6. Verify fortnightly payroll and prepare reconciliation of personnel costs to assist with the Annual Accounts;
7. Manage and maintain the HR Database, Recruitment system Database, On-line payroll and the electronic leave records for accuracy at all times;
8. Assists with the development, review and implementation of SQA HR Operational Policies and Procedures in accordance with the Labour Employment Relations Act 2013, PSC Act 2008 and other relevant legislation;
9. Assists with the development and implementation of the SQA Development Workforce Plan;
10. Coordinate the conduct of the SQA Staff Annual Performance Appraisal process;
11. Ensure the Staff employee personnel files, HR filing system and the SQA Central Record & Filing system are up to date;
12. Assist with the Drafting and Clearance of Consultancy Contracts for Consultants/Technical Assistants employed by SQA;
13. Attend to correspondence and any other duties as directed by ACEO Corporate Services.

**SELECTION CRITERIA:**

1. Minimum of a Bachelor's Degree in Management, Administration, Human Resource or relevant area. (Essential)
2. At least 3 years management experience at a senior level. (Essential)
3. Demonstrated ability to formulate, review, monitor and evaluate policies and procedures in Human Resources and Administration. (Essential)
4. Demonstrated experience in human resources and administration procedures, assets, personnel management and leadership. (Essential)
5. Demonstrated ability to prepare and write analytical reports as well as communicating in both English and Samoan. (Essential)
6. Demonstrated knowledge and skills in Microsoft applications and other HR and Administration software. (Essential)
7. Honest and reliable, commitment to work in a team and under varying work-loads and time pressures. (Essential)
8. Has sound knowledge of policies and plans guiding SQA's work. (Highly Desirable)