



Position Title:	Human Resource Analyst	
Level and Salary:	T1 – T3	Salary: \$15,448 to \$29,287
Ministry and Division:	Office of the Prime Minister	Human Resource Management (HRM) Unit
Location:	Funafuti	
Reports to:	Human Resource Administrative Adviser	

JOB PURPOSE:

Provide advice and support with the administration of Performance management and the appraisal process, interpretation of the General Administrative Orders and the Human Resource programs and activities.

KEY RESPONSIBILITIES:

1. Work closely with each ministry in ensuring they meet and comply with HR and personnel matters.
2. Manage the development and review of all civil servant's job descriptions.
3. Manage all leave applications and arrangements for civil servants.
4. Facilitate and manage awareness workshops, and other HR programs.
5. Assist and support the HR Administrative Adviser with the whole of government workforce Planning.
6. Assist with all housing matters for the government

MAIN DUTIES AND OUTCOMES:

- 1.1 Work with the ministries on HR activities and the timeliness of processes involved to ensure all HR processes are managed effectively and efficiently.
- 2.1 Liaise with Ministries to ensure all job descriptions are up to date and reviewed prior to any vacancy being advertised; follow up on any outstanding ones not available.
- 3.1 Coordinate the receipt and management of all leave applications to ensure accurate data is submitted and personnel files are up to date.
- 3.2 Work with ministries on any outstanding leave forms and/or advice on leave takings.
- 3.3 Update the leave database as leave forms are submitted and approved

- 4.1 Coordinate and facilitate training workshops on performance management, work level standards, workforce planning, GAOs, and other relevant HR programs.
- 4.2 Assist with the administration of induction, performance management and GAO interpretation and advice.
- 5.1 Assist with training workshop on workforce planning.
- 5.2 Assist with coordination of timeline for the whole government workforce.
- 5.3 Compile and analyze submissions from Ministries
- 5.4 Work with HR Administrative Adviser in ensuring that all workforce processes are followed.
- 6.1 Register all housing matters
- 6.2 Update housing database
- 6.3 Update housing officer at PWD on allocation of houses and houses needed to be inspected
- 6.4 Assist Secretary in the Housing Committee Meetings
- 6.5 Draft correspondences in regards to government housing related issues.

MANDATORY REQUIREMENTS:

Bachelor in Human Resources or Public Administration

AND

At least one year work experience in human resources or an administration environment

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Excellent excel spreadsheet and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.