

Tuvalu Government — Job Description



Position Title:	Assistant Labour Officer	
Band and Salary:	T1 - T3	\$15,448 to \$29,287
Ministry and Department:	Ministry of Foreign Affairs, Labour and Trade	Labour
Location:	Funafuti	
Reports to:	Labour Officer	

JOB PURPOSE:

Assist with the implementation of the Labour and Employment Relations Act and assist in managing of local employment and marketing of employment for Tuvaluans internationally.

KEY RESPONSIBILITIES:

1. Assist with the compliance of employers with the Employment Act.
2. Support the management of the Labour Mobility Schemes in Australia and New Zealand.
3. Assist with the management of the Pacific Access Category Migration Scheme.
4. Assist with International Labour Organization (ILO) reporting obligations.

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist with the conducting regular inspections of businesses who have workers to ensure compliance with the Employment Act including wages, work health and safety, work conditions, contracts and discrimination.
- 1.2 Impose penalties using the power of the Employment Act when there is non-compliance.
- 1.3 Report non-compliance matters to the Commissioner of Labour immediately following the inspection.
- 2.1 Assist with registering interested potential applicants for screening and assessing by the Labour Committee (LC).
- 2.2 Assist in entering applications into the work ready pool database
- 2.3 Contact all selected applicants to start processing visas and travel arrangement.
- 2.4 Assist with pre departure orientation briefings and briefings on return and write up reports for Head of Department.
- 2.5 Assist in providing ongoing assistance to seasonal workers throughout the working contract.
- 3.1 Provide information about the scheme potential applicants and take receipt of registration forms.
- 3.2 Assist in screening of all registration forms to ensure all information is correct prior to sending to Immigration of New Zealand (INZ)

3.3 Liaise with the INZ in relation to additional requirements and other registration matters.
3.4 Inform successful applicants and assist with the pre departure orientation and completion of applications forms in preparation for migration

4.1 Provide input into the ILO reports including baseline, fundamental conventions and Maritime Labour Convention – 2006

MANDATORY REQUIREMENTS:

BA in Industrial Relations and Employment Relations or Public administration and HRM.
At least three years of working experience in a related field

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English) High-level attention to detail and accuracy
Good excel spreadsheet and computer skills Ability to liaise with a range of stakeholders Sound time management skills
Good interpersonal and relationship building 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.