

Government of Tuvalu – Job Description



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

JOB PURPOSE:

The HR Performance Adviser supports the governments effectiveness by analyzing, designing and reporting on ways to improve performance measures. The HR Performance Adviser will work closely with the HR Administration team to ensure that the individual, department and organizational goals are aligned and performance outcome are tracked and enhanced.

KEY RESPONSIBILITIES:

1. Support performance implementation across departments.
2. Process improvement and operational efficiency.
3. Collect data analysis and reportings
4. Conduct awareness program on performance management
5. Report on attendance record for whole government to senior management level
6. Report on Annual Performance Bonus

MAIN DUTIES AND OUTCOMES:

- 1.1 Design and continue support for improvement of performance management framework.
- 1.2 Review existing performance appraisal processes and recommend enhancements.
- 1.3 Ensure performance goals and metrics align with overall government goals.
- 2.1. Identify performance gaps and ways to improve those gaps.
- 2.2. Work with departments to develop and implement improvement initiatives.
- 2.3 Use data to recommend and track the effectiveness of improvement initiatives.
- 2.4 Keep track with the trends
- 3.1 Collect, analyze and interpret performance data across departments.
- 3.2 Develop key performance indicators (KPIs) to track progress against strategic objectives (Te Kete)

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3.3 Create regular reports and presentations for senior management on key performance trends and insights.

3.4 Conduct root cause analysis to identify underperformance and recommend solution.

4.1 Conduct and prepare of awareness programs on performance management to all departments.

4.2 Report on the outcome of the awareness programs to the Senior management level.

4.3 Train advisers, directors and head of departments on performance management processes, systems and best practices.

4.4 Assist in change related to updates in performance framework.

5.1 Report on quarterly basis on attendance performance to Senior management team as well as to line Ministries

5.2 Advise staff on GAO performance management provisions.

6.1 Analyse appraisal submission

6.2 Report on appraisal submissions from line Ministries to Senior management team/ DCC

MANDATORY REQUIREMENTS:

Bachelor in Human Resources or Public Administration or related field AND three years working experience

DESIRABLE REQUIREMENTS:

High – level written and oral communication skills in English and Tuvaluan

High-level attention to detail and accuracy

Excellent database, excel spreadsheet and computer skills

Ability to liaise with a range of stakeholders including senior management

Sound time management skills