

Government of Tuvalu – Job Description



Position Title:	Human Resource Compliance & Relation Adviser	
Band and Salary:	T1-T3	Salary: \$15, 448 - \$29,287
Ministry and Department:	Office of the Prime Minister	Human Resource Management (HRM) Unit
Location:	Funafuti	
Reports to:	HRM — Deputy Secretary	

JOB PURPOSE:

The Human Resource Compliance and Relation Adviser is essential in ensuring the government complies with legal requirements and internal policies. This key role involves overseeing and reporting on the government's compliance and ethics initiatives, as well as offering guidance on managing compliance-related matters. HR Compliance and Relations Adviser is vital for preserving the organization's integrity and reputation, mitigating risks, and fostering a culture of compliance across the government.

KEY RESPONSIBILITIES:

1. Developing, executing, and overseeing the government's compliance Unit.
2. Prepare reports on compliance to senior management where appropriate.
3. Develop and implement systems that uphold the integrity in the Public service.
4. Manage employee relations to foster a safe workplace for all.

MAIN DUTIES AND OUTCOMES:

- 1.1 Reviewing and assessing existing policies, procedures, and documentation.
- 1.2 providing training o senior management-transition into new systems and protocols to be complied with (legal included in the development)
- 2.1 Provide quarterly reports to senior management where necessary to advice on related compliance matters.
- 2.2 Regularly updating procedures, reports, and other documents to detect potential risks or compliance matters

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- 2.3 Investigate and report any compliance related-issues whenever necessary
- 3.1 Work with the HR Administration on enforcement of regulations and policies throughout the government
- 3.2 Provide awareness programs to employees about compliance. Government of Tuvalu -Job Description
- 4.1 Handle and resolve employee complaints and conflicts efficiently, leading to enhanced employee satisfaction and retention
- 4.2

MANDATORY REQUIREMENTS:

Bachelor in Human Resource and Public Administration, Postgraduate is an advantage.
AND

At least three years' work experience in managerial or senior HR roles, Law or other related fields.

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 Strong
analytical, problem-solving
Ability to handle sensitive and confidential information with discretion.
Knowledge in HR systems and compliance

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.