

Government of Tuvalu – Job Description



Position Title:	Recruitment and Information System Officer	
Band and Salary:	T1 – T3	\$15-448 - \$29,287
Ministry and Department:	OPM	PSC
Location:	Funafuti	
Reports to:	PSC Recruitment Adviser	

JOB PURPOSE:

The Recruitment and Information System Officer is responsible for managing and maintain all recruitment-related databases, ensuring the accuracy and security of HR data, and providing analytical insights to support decision-making. The role plays a key part in optimizing recruitment efficiency through technology and data-driven solutions.

KEY RESPONSIBILITIES:

1. Maintain and update Civil List, Establishment Register, Recruitment Timeline and Applicant Tracking system to ensure accuracy and accessibility.
2. Ensure all recruitment and employee data is entered, stored and retrieved securely.
3. Digitize applications, ensuring scanned copies are properly archived and databases are consistently updated.
4. Manage user access levels to protect data confidentiality and integrity.
5. Conduct Periodic data audits to verify accuracy and completeness of recruitment records

MAIN DUTIES AND OUTCOMES:

- 1.1 Regularly review and update employee and recruitment records, cross-check data with official sources to ensure consistency
- 1.2 Improved accessibility for decision-making and workforce planning, and also reduced errors or outdated information in official databases.
- 2.1 Implement standardized procedures for data entry and storage and to monitor access to sensitive information
- 2.2 Secure storage and management of sensitive data, minimized risk of data breaches or unauthorized access
- 3.1 Organize and categorize digitized records for easy retrieval, regularly update the database with new applications
- 3.2 Quick and easy access to applicant records, efficient and organized digital record-keeping

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4.1 Assign appropriate access levels to employees based on roles and monitor and adjust access rights as needed

4.2 Prevention of unauthorized modifications or data leaks, strengthened data security and integrity

5.1 Generate reports on audit findings and recommend improvements

5.2 High data accuracy and completeness in recruitment records.

MANDATORY REQUIREMENTS:

Qualification and Experience:

Diploma in Information Systems, Human Resources and Public Administration, or a related field with one year working experience in database management, HR information systems or data analytics.

Skills and Knowledge:

Proficiency in Microsoft Office, HR Software and database management tools.

Knowledge of HR Recruitment process is desirable.

Strong analytical and problem-solving skills.

Excellent attention to detail and ability to ensure data accuracy.

Strong understanding of data confidentiality and security policies.

Effective communication and teamwork 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 checklist.

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.