

# PTC Vacancies

## HUMAN RESOURCES MANAGER

Do you have a passion for managing human resources?

The HR Manager shall be a senior management staff of the college, responsible for the College's HR planning, management, coordination and monitoring and reporting. You will require minimum supervision.

### QUALIFICATIONS

- ▶ A Post-Graduate Degree in Human Resources Management
- ▶ At least 8 years experience in HR Planning and Management
- ▶ Good communication skills

**APPLICATIONS CLOSING DATE – 31 MARCH 2020**

**Applications must include a CV with supporting letter of motivation (2 pages) & 2 Referees sent to:**

**Mr. Sanjeet Pratap Singh, Director Finance & Administration  
Pacific Theological College, Private Mail Bag, Suva. Fiji.**

**OR: [sanjeet.singh@ptc.ac.fj](mailto:sanjeet.singh@ptc.ac.fj)**

# TERMS OF REFERENCE

- Based on the findings on the section “human resource review and consolidation” of the PTC Finance and Administration review report, and in view of the college’s transition to university status in 2024, the HR Manager is directly responsible for the following tasks.
  - i. Produce a report on the projected HR needs of the college based on the college attributes (students, staff and faculty, generic and specific), and the priority areas and strategic goals in the SP for the consideration of the Principal and the council.
  - ii. Produce a comprehensive HR plan with clear and definite timelines and projected outcomes for the college for the consideration of the Principal and the council.
  - iii. Revise and produce an appropriate salary scale for the college that includes faculty and staff, the salary bands and ranges within each band, and the requirements for each.
  - iv. Develop and implement, as the team leader, the monitoring system for the SP and provide regular progress reports to the Principal.
- Develop and implement an appropriate but comprehensive HR management system for the college that incorporates the faculty and staff, and conduct orientation training for the faculty and staff on the system and its requirements, and on the QMS Handbook.
- Develop and maintain a database of all college faculty and staff HR information which includes their personal records, annual assessment reports, recruitment and promotion information, qualifications, recommendations of the HR committee and decisions of the council, and all other relevant information pertaining to the employment conditions of faculty and staff.
- Revise and produce contract contents and annual appraisal forms for all faculty and staff to include the SP’s objectives, key performance indicators and outcomes.
- Coordinate and manage the faculty and staff appraisal system that will ensure appraisals of the faculty and staff appraisals are done well and the report produced and submitted.
- Coordinate and manage the applications and processing of work permits and students visa with the Fiji immigration authorities for the SBA, faculty and staff who are not Fiji citizens.
- Conduct annual scans of the college’ HR needs and issues, and produce annual reports on these to the Principal with recommendations as appropriate for consideration.
- Monitor the HR policies pertaining to the faculty and staff’s conditions of employment in relation to the HR policies of the college and to Fiji’s labour laws, policy on dispute resolutions, and grievances, and other employment related policy and procedure issues.
- Manage and coordinate the work of the HR committee, i.e., meetings, recording and reporting of meeting outcomes to the Principal and committee members.
- Produce HR reports as required by the Principal and annual HR reports to the Council.
- Active member of the HR committee, the finance and property committee, the management committee, and other committees related to HR work.
- Reports directly to the Principal on all HR matters.

# TERMS OF REFERENCE

- **Attributes Required**

- i. Ability to work in a multi-cultural and multi-religious community by respecting people of different religious, ethnic, gender, and cultural backgrounds.
- ii. Ability to work towards and support the vision of the college

- **Skills and Other Attributes**

- i. A strategic thinker with the ability to lead by example demonstrating an ability to deliver set tasks, objectives and strategic priorities
- ii. Excellent working level of English language in both writing and speaking
- iii. Ability to manage and work well in multi-disciplinary teams.
- iv. Ability to work in an organized and systematic manner
- v. Recognizes and responds appropriately to the ideas, interests and concerns of others
- vi. Utilizes diversity to foster teamwork
- vii. Ensures others understanding of, involvement in, adaptation to a change process
- viii. Able to work under challenging circumstances with minimum supervision
- ix. A knowledge of industry quality standards and best practice

- **Reporting to**

The Human Resources Manager is accountable to The College Principal & Management of the Pacific Theological College

- **Contract**

Upon successfully serving six months' probation, and if given satisfactory performance, the candidate will then be offered a 4 years' contract, renewable.

- **Salary range**

Depends on qualifications and experience.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

