

SUPPORT JOB DESCRIPTION – OCO SECRETARIAT

JOB TITLE:	HR & Logistics Officer	AREA:	Corporate Services
REPORTS TO:	Head of Secretariat	LAST REVIEWED:	August 2021
EMPLOYMENT TERM:	3 years	SALARY BAND:	Commencing FJD\$56,466 neg

PURPOSE:

The purpose of this role is to provide HR and logistical support to the Head of Secretariat by efficiently and effectively carrying out tasks that support the OCO Secretariat agenda. It requires a strong background in Human Resources as well as experience in event management and timely delivery.

KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"> • OCO members • Vendors 	<ul style="list-style-type: none"> • Finance & Corporate Services Manager • Operations Manager • OCO Team

KEY ACCOUNTABILITIES:

Responsibility	Expected Outcomes
<p>Administration of Human Resources Policy and processes</p> <ul style="list-style-type: none"> • Recommending and implementing human resource policy initiatives to ensure the Secretariat maintains best practice; • Coordinate and monitor suitable training programs for Secretariat staff, including induction, staff development, on-the-job training, specific courses and job rotation; • Coordinate timely and efficient recruitment procedures for all the Secretariat vacancies; • Coordinate recruitment/repatriation process from advertising through to interview, recruitment, induction and provision of repatriation assistance at contract termination; • Facilitating timely advice on the performance management and remuneration policy; • Providing advice to Management and staff on the interpretation of the employment terms and conditions, monitoring effectiveness, and recommending improvements; 	<ul style="list-style-type: none"> • Timely and quality drafted employment contracts, probation letters, final benefits, letter of service. • Recruitment of OCO professional and support staff in accordance with policy. • Induction process supports new employees settling in. • Pre-arrival for new staff is administered in accordance with the Administration Policy for the incumbent. • All new work permits and renewals are processed in a timely manner and in accordance with MOFA protocols • Staff entitlements for remuneration, housing, education, leave, home leave processed per OCO Policy. • Policy and procedures scheduled review dates are met

<ul style="list-style-type: none"> • Developing and monitoring appropriate insurance arrangements for Secretariat staff as well as assisting in insurance arrangements of its buildings and other assets; • Collaborate with the Accountant to ensure that all staff are remunerated per contractual terms. 	<ul style="list-style-type: none"> • The integrity of the HR framework is maintained and HR Policies and processes are compliant with relevant local legislations
<p>Annual Conference Support</p> <ul style="list-style-type: none"> • Assist in the planning of the Annual Conference in collaboration with the Head of Secretariat & FCSM • Coordinate and administer conference plans, program, travel, logistics, venues and members attendance. 	<ul style="list-style-type: none"> • Timely and well outlined Conference program developed • Successful delivery of logistical arrangements for the Annual Conference are made including venue and catering organisation as well as any printing of documents • Conference setup in host country/venue meet the required standards; • Timely coordination and setup of corporate image banners, pull up banners, pole flags, table flags, conference shirts and other items that may arise. • Airfares and per diems for approved members are distributed on time. • Logistics brief and regular updates are sent to members and stakeholders
<p>Training & Logistics Support</p> <ul style="list-style-type: none"> • Work closely with Operations Manager and Team on OCO Member countries training needs and requirements • Provide Logistical Support to the OCO staff and the OCO missions and training workshops throughout the year • Conduct internal training and awareness on company HR and administration policies. 	<ul style="list-style-type: none"> • Annual collation of OCO Member Training Needs requirements completed and report disseminated to management • Logistics is met on a timely and effective manner. • Airfares and per diems are sent and distributed on a timely manner • Stationary and other requests by facilitators are met and supplied.
<p>Administration Support</p> <ul style="list-style-type: none"> • Carry out general administration duties as prioritised under the direction of the Head of Secretariat and Finance & Corporate Services Manager 	<ul style="list-style-type: none"> • Head of Secretariat and Corporate Services team is supported for on-going compliance with donor and other partner procurement rules • All other duties assigned by the Head of Secretariat are carried out in a timely and positive fashion

<p>Health and Safety</p> <ul style="list-style-type: none"> • Active contribution to the maintenance of a safe and healthy work environment 	<ul style="list-style-type: none"> - OCO health and safety policies and procedures are understood and followed - Identified hazards are efficiently and effectively addressed - Participation in health and safety audits of work is proactive - An understanding of emergency and evacuation procedures is demonstrated
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ORGANISATIONAL CONTEXT:

Head of Secretariat	Tier 1
Finance & Corporate Services Manager	Tier 2
This role	Tier 4

KEY RESULTS AREAS:

The role of the HR & Logistics Officer encompasses the following major functions or key results areas:

- HR Administration
- Annual Conference
- Assisting the Finance & Corporate Services Manager
- Working with the OCO Team
- Health & Safety

This is a position of trust and it is likely you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. If material or information is discovered which is inappropriate and contravenes the OCO policies then this should be escalated to your manager immediately.

ROLE COMPLEXITY:

- This role demands not only a strong HR background but someone who is organised, efficient and agile
- The role of the Finance & Corporate Services Manager is broad and demanding – there may often be a strong reliance on the HR & Logistics Officer to be the HR representative for the staff, assisting with HR Manual interpretations, answering questions about entitlements, etc

AUTHORITIES:

Delegations/Contractual -	Initial investigation only – the level of authority to enter into contracts or negotiations on behalf of the organisation
Staff -	0.0
Financial -	There is no financial authority - All financial authority belongs to the Finance & Corporate Services Manager

PERSON SPECIFICATION:

Mandatory	Desirable
Formal Qualifications	
<ul style="list-style-type: none"> • A Degree in human resource management 	<ul style="list-style-type: none"> • An industry recognised qualification in the human resource administration/management • An industry recognised qualification in event management
Knowledge and Experience	
<ul style="list-style-type: none"> • A minimum of 5-7 years in human resource administration • Proven experience in event management 	<ul style="list-style-type: none"> • Payroll experience • Procurement experience
Skills	
<ul style="list-style-type: none"> • Exhibit excellent communication skills, both written and verbal in English • Computer literacy including at least an intermediate level of skill in MS Word and Excel • Self-management skills (organisation and time management) • Ability to work well within a team • Excellent interpersonal skills • Consultancy skills – ability to understand the HR needs of both the organisation and the individual staff member • High level of accuracy and attention to details • Skills in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders with the view to building strong relationships 	<ul style="list-style-type: none"> • Conflict resolution
Attributes	
<ul style="list-style-type: none"> • Positive attitude with a ‘can do’ enthusiasm • Trustworthy with strong moral ethics • Confidence to speak up and be heard • Common sense, practical and result-focused approach and achievement orientation • Customer Service commitment • Confident and able to handle conflict situations and negotiations at various levels • Empathetic to all levels and cultures present in the organisation • Cultural and gender sensitivity 	

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| <ul style="list-style-type: none">• Ability to work effectively in a multi-disciplinary, cross-cultural environment | |
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CHANGE TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by OCO. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Head of Secretariat

Date

Employee

Date