

OPPORTUNITY TO JOIN FIJI TELEVISION LIMITED!

VACANCY

MANAGER HUMAN RESOURCES

We are a leading television company seeking a highly motivated and experienced Manager Human Resources to join our dynamic team. As the Manager Human Resources, you will be responsible for the development, implementation and regular review of human resources deliverables within the organization in accordance with Fiji Television mandates and aligned to the Group directives of Fijian Holdings Limited.

Some of the Key Responsibilities of the role will include:

- Develop and implement Human Resources Strategies in accordance with Group FHL and Fiji Television's approved Company plans and strategies.
- Provides sound and the lead advice to the General Manager on Human Resources Strategies in achieving KPIs in Attraction, Development, Motivation and Retention of Talent within Fiji TV.
- Sets the objectives of the HR department with the team members and reviews HR team performance in accordance with agreed Company guidelines and Group directives.
- Targeted Succession Planning Review with the Leadership Team in a timely, result oriented and forward-looking manner.
- Facilitate with the Leadership team a program to support the targeted workplace culture.
- Drive a culture of good governance and right talent approach with all HR activities.
- Annually oversee the coordination of staff welfare and health programs with OHS to ensure fit for work.
- Establish and maintain critical external relationship to ensure both good practices and compliance on employment and industrial relations mandates and or statutory requirements.
- Responsible with the Company's learning and development on HR related policies and procedures.
- Development and manage the Annual Employment Coast of Fiji TV and its entities in accordance with set Annual Budget and Reforecasting assumptions and approved allocations.
- Leads the review of risk to HR activities and processes and develops with the HR team mitigating activities to ensure business performance within a risk control environment.
- Manage the timely and accurate monthly Board Reports to Group FHL HR.
- Responsible for the delivery of the annual reporting of HR performance against HR plans, this includes presenting key findings and recommendations to Board and Group HR.
- The HR deliverables of the HR Team and ensure that all results are delivered in accordance and delivers zero tolerance approach of non-compliance with Company Policies, Procedures, Agreements, Guidelines, Values and Code of Conduct, Management, Board Directives and statutory requirements.
- Ensure that the HR team performs and delivers results with accuracy timeliness and where applicable observes the mandates and understanding of maintaining confidentiality of information and data.

Experience and Qualifications:

- Bachelors of Human Resources Management and Industrial Relation, or a related field.
- 4+ years of experience in Human Resources in a similar capacity delivering strategic & operational advisory to the leadership team.
- Grow mindset and self-learn to ensure HR advisory is competitive, relevant and value adds to the business.
- Believes and walks the talk on Company values and Group FHL values.
- Experience in managing Human Resources and Payroll.
- Integrity in business dealings and assertiveness in ensuring ethical business practices, including advisory to multiple stakeholders and entities.

Applications marked "**Manager Human Resources**" to be sent to Human Resources, PO Box 2442, Government Buildings, Suva or email: hr@fijitv.com.fj before 4pm on Friday, 22nd September, 2023.

Only shortlisted applicants who meet the desired requirements will be contacted.