 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

**Position Title: Senior HR Officer**

**Division/Section: Corporate Service and Strategic Division**

**Salary Grade: A12, $33,436.00 pa**

**Location: Gov’t Bldg. Level 1.**

**Position Code: BS001099**

**Supervisor Code: BS001005**

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| Overview of Ministry |

The Samoa Bureau of Statistics operates as an efficient statistical system that provides trusted and valued statistics to inform policy and decision making for the benefit of Samoa. This will be achieved through its mission which is to create a comprehensive statistical system through an integrated statistical process and effective partnership, that delivers quality, reliable and timely statistics that are fit for purpose.

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| Purpose of Position |

The Senior HR Officer is responsible for the effective and efficient implementation of human resources management policies and procedures.

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| Key Relationships |

**Responsible to:**HRC/ ACEO and Principal HR Officer

**Responsible for:**Nil

**Functional relationships:**Internal: Government Statistician, Management and Staff of SBS

External: Government Ministries such as PSC, MOF, MPMC, MFAT.

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| Key Responsibilities |

**KRA 1: Compile and Monitor Staff Leave Report**

* Update staff leave cards on a regular basis and ensure that leave are posted in a timely manner.
* Prepare monthly leave balances report and distribute to staff
* Post fortnightly leave return on Finance One and ensure that leave balances are correctly reconciled
* Update the leave calculator as soon as staff applied for taking of any leave entitlements
* Facilitate the leave application process and provide recommendation to superiors when needed.

**KRA 2: Compile and Monitor Staff Attendance Report**

* In charge of monitoring staff attendance register on a daily basis, that is to identify late comers.
* Conduct attendance spot check on a quarterly basis for Offices BDM Savaii and BDM Upolu.
* Prepare fortnightly late attendance report for management
* Compile quarterly attendance reports for all staff and submit to management.

**KRA 3: Facilitate Staff Overseas Trips**

* Prepare STSC for general staff travels, and ensure that all travel entitlements are included.
* Assist with the preparation of management PK for Cabinet approval.
* Liaise with MOF and PSC for trip reports.
* Responsible for circulation of STSC to attain required signatories
* Follow up staff training report within 14 days since arrival date of staff official trips and ensure that the training database is updated.

**KRA 4: Preparation of Payroll for staff and Enumerators**

* Raise TY15, A,B & C, for staff entitlements
* Posting of timesheets and allowances for all enumerators on a fortnightly basis.
* Posting of overtime and allowances for staff
* Liaise with MOF payroll on posting of enumerators details and data on HR system to avoid duplication of data.
* Download payroll report from finance one for reconciliation.

**KRA 5: Assist Principal Human Resource in other HR matters**

* Assist Principal Human Resource Officer in facilitating refresher session and induction program for new recruits within the office.
* Assist PHRO on Recruitment and Selection Process.
* Other duties as assigned by superiors

**Job Competencies/Specifications)**

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| **MERIT** | **Job Competencies** | **Descriptors** |
| **SKILLS & ABILITIES** | 1. Communication and Presentation Skills 2. Problem Solving 3. Achieves and Deliver Results | * Communicates clearly in written and verbal * Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation * Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale * Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context. * Understands theoretical side of matters and application in practical situations on arising issues where relevant. * Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules. * Understands and appreciates the organization’s direction, through the implementation of set work tasks toward the achievement of corporate objectives. * Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results. |
| **PERSONAL ATTRIBUTES** | 1. Commitment and Personal Drive 2. Integrity 3. Ethics and Values 4. Flexibility | * Work effortlessly in any circumstances * Committed to the work, team and organisation by cooperating in team activities and valuing the input of staff at every level * Work together to achieve a common purpose. * Acts with integrity at all times * Demonstrates precision in work operations and being able to explain own actions * Role models professionalism and objectivity in approach to sensitive matters. * Familiar with the Code of Conduct * Role models the SPS values of motivate other in the timely delivery of work results. * Being transparent and unbiased * Adaptable and receptive to new ideas and not bound by old ways of doing things. * Respond and adjust easily to changing work demands and circumstances. |
| **EXPERIENCE & PASTWORK PERFORMANCE** | Relevant working experience. | * At least 3 years of relevant experience with HRM & HRD practices & system * Demonstrated experience in using an HR computerized system |
| **QUALIFICATIONS** | Minimum Qualification of a Bachelor Degree or equivalent | * A bachelor degree in Commerce in Human Resource/ or Management or relevant field of study from a recognized Tertiary Institution**.** |