

Land Transport Authority

Job Description

Date:	Revised 26 th February 2021	Position Title	Administration/HR Officer
Division:	CORPORATE SERVICES	Classification Level	Grade 3/4 (\$16,186-\$25,901)
Directly Supervises	Non		
Reports to:	Principal Human Resource Officer		

Primary Objective	
	Provides administrative support to Human Resource team and to deliver a responsive and cost effective maintenance service within the Authority.
Responsibilities	
1	Maintain and update personnel data to ensure consistency and accurate of information and other related information as required.
2	Monitor and maintain all LTA attendance registers and investigate and understand causes for staff absences.
3	Conduct regular attendance register spot checks for all LTA divisions including Savaii according to human resource calendar and submit monthly report including recommended solutions to resolve chronic attendance difficulties.
4	Liaise with Senior HRO and relevant staff in reconciling of divisional time sheets and overtime hours on fortnightly basis for payroll purposes.
5	Maintain human resources calendar and administrative manuals
6	Assist in the orientation of new employees by providing employment information according to LTA employment policies and legal requirements.
7	Maintain human resource data bases to ensure correct recording of all staff and employment related information as required.
8	Coordinate in house training, meetings and interview session by booking of venue, contacting of interview candidates and others as appropriate.
9	Be the first point of contact for all Human Resource related matters.
10	Assist in the documentation of employee compensation and benefits.
11	Assist with day to day efficient operation of the Human Resource Section.

Selection Criteria			Essential - Desirable	Weighting
Qualification		Minimum qualification of Diploma in Accounting, Management, or Public Administration from a recognized institution.	Essential	
Work Experience		Minimum of 2 years relevant working experience from a similar organization.	Essential	
Knowledge and Skills		Demonstrates ability to organize and maintain an effective filing system.		
		Demonstrates ability to be proactive in assessing workplace and responding to workplace needs	Essential	
		Demonstrates excellent interpersonal skills especially when dealing with contractors and internal staff	Essential	

		Computer literacy in Word, Excel, Power point and email.	Desirable	
		Ability to organize and maintain an effective filing system.	Desirable	

		Competencies	
		1	Honesty and trustworthy
		2	Team building
		3	Flexible while using Common Sense
		4	Relationship establishment with customers & clients
		5	Integrity
		6	Punctuality
		7	Responsible, Listen and Respond
		8	Respectful
		9	Awareness and Sensitivity
		10	Demonstrate sound work ethics

Prepared by:	Human Resource
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