

Tonga Family Health Association
JOB DESCRIPTION

1.Job Title :	Human Resource Officer (HR officer)	
2. Level:5	Location :TFHA - Tongatapu	
3. Accountable to	Executive Director (ED)	
4. Job Purpose:	<p>Under the direct supervision of the ED, the HR officer provides high-quality and consistent delivery of effective HR services, recruitment, contract, and performance management of talent coordinating and facilitating training and capacity building, and ensuring full compliance with existing policies and procedures Manuals.</p>	
KEY RESULT AREAS	PERFORMANCE INDICATORS	
5. Core Duties		
1.Strategic Planning and HR Design; 2. Recruitment, Retention & Release; 3. HR Administration; 4 Employee Relations and Care; 5. Safeguarding and compliance		
6.Actively contributes to the implementation of the TFHA strategic framework and business plan including implementation of HR dimension of the change process to maximize overall staff performance.	Performance measurement for a KRA e.g 100% accuracy, 100% timeliness, 100% compliance with policy	
7.In close collaboration with ED contributes to organizational design, reviewing and ensuring alignment of system rewards and informed and evidence-based decision making on HR matters	1 100% timeliness	
8.Identifies staffing, learning & development and other HR needs in close coordination with the ED and senior management and develops/implements plans to address the defined needs	Number of plans implemented and addressing the need Number of Trainings conducted	
9.Ensure that a system is in place for delivery of orientation/induction of new staff and adherence to procedures on probation process	New staff induction program followed Probation process in place and adhered	

11. Lead exit management procedure to ensure seamless and positive transition for departing employees, while ensuring that all formalities are carried out	Timeliness Completion of exit interviews and documentation
12. Draws up new contracts in line with agreed procedures, and ensure job descriptions, contracts and HR mapping are accurate and consistent. Ensure internal equity.	Policy adhered Timeliness
13. Oversees implementation of absence management system including leave, sickness etc	Timeliness, Attendance book maintained and procedures followed
14. Oversees the maintenance and regular update of employee records and personnel, ensuring the confidentiality of HR files is maintained at all times	Files well maintained, secured Updated Easy retrieval of information
15. Serves as ambassador and champion of the Code of Good Conduct; ensure issues are followed up in a comprehensive manner	Code of Good Conduct complied with and revised regularly
16. Provide monthly reports in line with role	Timeliness and accuracy Number of reports generated
17. Safeguarding and Compliance – Ensure TFHA Incident management data base is kept up to date Safeguarding focal point	Records of incident updated Actioned recorded
18. HR Administration Develops, implements, streamlines, and advises on HR policies, and procedures to ensure guidelines and tools are aligned with business strategy	HR policies in place and revised regularly
19. Ensure salaries and benefits are paid in accordance with contractual obligations and any statutory deductions are made including fortnightly payroll with an eye for accuracy.	Accuracy and timeliness
20. Initiate, manages and act as focal point for performance appraisal process, ensuring deadlines and procedures are respected, providing briefings and orientation to supervisors and staff as required	Timeliness, and updated
21. and carry out any other duties as may be directed by ED	Timeliness and accuracy of carrying out other tasks as directed
Reports directly to : ED	Unit / Cooperate
PERSON SPECIFICATION FOR THE POST	

<p>Qualifications and experience</p>	<p>Bachelor degree or equivalent in HR management or related field with at least 2 years working experience</p> <p>Or Diploma in HR with at least 5 years of experience.</p> <p>Extensive experience in HR management including business partnering and /or learning and development</p> <p>Experience in developing and /or reviewing /updating HR policies and procedures</p> <p>Proven experience in working in a diverse, environment</p>
<p>Communication and language skills</p>	<p>Good spoken and written Tonga and English</p>
<p>Special Skills</p>	<p>Leadership, problem solving, delivering results</p> <p>Advanced computer skills to include work, excel, powerpoint, outlook</p> <p>Solid financial and budget management</p> <p>Experienced in coaching would be an asset</p>
<p>Communication and language Skills</p>	
<p>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</p>	
<p>Insert post title of post holder</p>	<p>Name-</p> <p>Sign -</p> <p>Date-</p>
<p>Executive Director</p>	<p>Name- Insert name of head of Division</p> <p>Sign-</p> <p>Date-</p>

Insert ED	Insert name of ED Sign: Date:
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