



VACANCY

Human Resource Officer

Salary Range \$22,246 – \$37,098 + Health Insurance, Life Insurance and Retirement Plan

The Western and Central Pacific Fisheries Commission (Tuna Commission) invites applications from suitably experienced and qualified individuals for the post of **Human Resource (HR) Officer** to be based at its Headquarters in Kolonia, Pohnpei State, FSM.

The HR Officer reports to the Finance and Administration Manager and provides support to the Secretariat's work in supporting the Human Resource (HR) functions for the Office. The role involves managing payroll, ensuring accuracy and compliance with tax laws and internal regulations. Responsibilities include overseeing time and attendance, maintaining systems in alignment with organizational policies and labor laws, and handling staff contracts. Additional duties include supporting recruitment, onboarding, offboarding, and resolving HR issues, with the flexibility to undertake other tasks as assigned.

Applicant should meet the essential qualifications, experience and have excellent communication skills to undertake duties set out in the Terms of Reference (TOR). The TORs can be found at <https://www.wcpfc.int/vacancies-opportunities>. Applications should include cover letter, resume and three references. Communications can be addressed to Mr. Aaron Nighswander, Finance and Administration Manager, with submission by email to (Aaron.Nighswander@wcpfc.int) or at the Tuna Commission office by closing date on Wednesday, **17 May 2024**.

For related information and queries, please call **320-1992/1993** or visit our website at www.wcpfc.int.



Terms of Reference

Human Resource Officer

Salary Level: Support Grade 4

Reports to: Finance and Administration Manager

Key Responsibilities: The HR officer provides support to the Secretariat's work in supporting the human resource (HR) functions for the office.

Duties will include:

1. Manage payroll for local and professional staff, ensuring accuracy, timeliness, and compliance with tax laws, and internal regulations.
2. Manage time and attendance for all staff and contractors, maintaining a tracking system and ensuring compliance with organizational policies and labor laws.
3. Manage staff contracts, drafting, reviewing, and updating employment contracts in compliance with local labor laws and organizational policies.
4. Oversee the staff performance process, developing and implementing a performance management system and coordinating evaluations.
5. Process insurance and retirement payments (ASC), and staff work permits, administering plans, liaising with providers, and assisting employees with related matters.
6. Manage staff health and life insurance policies, communicating benefits, processing enrollments, and assisting with claims and issues.
7. Assist with the development and monitoring of a continual training system for staff.
8. Provide necessary support services, including recruitment, employee onboarding and offboarding, maintaining records, training on HR related topics, resolving HR issues, and ensuring compliance with internal policies.
9. Other Duties as assigned.

Qualifications and Experience

Essential:

1. Demonstrates a comprehensive understanding of human resources processes and procedures.
2. Holds an associate degree in human resources management or a relevant field of study.
3. Consistently exhibits a strong work ethic and maintains a good attendance record.
4. Possesses a high level of proficiency in both oral and written communication skills in English and Pohnpeian.
5. Displays excellent interpersonal skills, a strong commitment to teamwork, and demonstrates maturity and sound judgment.
6. Exhibits the ability to work independently and consistently meet deadlines.
7. Demonstrates proficiency in using computer systems and Microsoft Office products, particularly Word, Excel, and Outlook.
8. Maintains a valid driver's license.

Desirable:

1. A bachelor's degree in HR or relevant field
2. Appropriate experience in HR and or related activities
3. Experience with Quickbooks or other accounting software
4. Prior experience in an organization of similar size to the Commission as well as exposure to work with multinational and multidisciplinary colleagues

Established: 4-4-24