

VACANCY

HUMAN RESOURCES INTERN

Walesi Pte Limited is a private limited liability company wholly owned by the Fijian Government. Established under the Ministry of Communications, Walesi is mandated with the deployment and management of Digital Television Broadcasting platforms across Fiji.

Position Overview:

We are seeking a motivated and dynamic HR Intern to join our team based in Suva. This internship offers a valuable opportunity for a recent graduate to gain hands-on experience in the field of Human Resources within a vibrant and fast-paced environment. The ideal candidate will be enthusiastic about learning, possess excellent communication skills, and have a strong desire to contribute to our HR initiatives.

Qualifications & Experience:

- Diploma or Bachelor's degree in Human Resources.
- Strong organizational skills with a keen attention to detail.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- A proactive approach to problem-solving and the ability to work effectively in a team environment.
- Prior internship or relevant work experience in HR is a plus, but not required.

Only shortlisted candidates will be contacted
for interview.

Interested professionals are encouraged to apply
for the role via:

The Chief Executive Officer
Walesi Pte Limited
8 Adi Davila Rd
Domain, Suva

Or email to: vacancies@walesi.com.fj
Applications close on 25th March 2024

Key Responsibilities:

Assist the HR officer with the below tasks:

- Manage employee leave and time-off requests, ensuring compliance with company policies and procedures.
- Schedule, organize, and conduct interviews.
- Conduct reference checks on successful candidates and assist in conducting exit interviews when required.
- Prepare appointment letters and employment contracts for new hires.
- Facilitate the orientation process for newly appointed staff members.
- Compile monthly HR reports, including employee count, gender distribution, staff movement, disciplinary cases, and leave report.
- Resolve and attend to any employment-related issues.
- Provide employee counselling and assist in the preparation of disciplinary letters when necessary.
- Oversee Occupational Health and Safety (OHS) issues and collaborate with committee members to ensure compliance with regulations.
- Review timesheets received from each department and provide payroll summaries to the finance team for processing.
- Update employee files and track probationary/contract periods for staff.
- Identify and assess training and development needs and assist in overseeing the training program.
- Ensure adherence to organizational policies and procedures by staff members.
- Organise training and development opportunities for the staff.
- Any other duties assigned in addition to this position description.